

## Employment Reference Check

[Your Business]  
[Street Address]  
[City, State and Zip Code]

[Date]

[Former Employer]  
[Street Address]  
[City, State and Zip Code]

Re: Reference for [Applicant Name]  
[Social Security Number]  
[Position Held at Former Employer]  
[Dates of employment]  
[Provide information supplied by applicant for identification purposes.]

Dear [Former Employer]:

The above named individual has applied for employment with [Your Business] and has named you as a former employer. In order to make an informed hiring decision, we need to know the applicant's work history. [Applicant] has signed a release permitting you to provide us with the requested information, and a copy is attached. Any information that you give will be held in the strictest confidence.

Please verify employment by answering the following questions:

How long was [Applicant] with your company? \_\_\_\_\_

Please provide all dates of employment: \_\_\_\_\_

What position(s) were held by [Applicant]? \_\_\_\_\_

What was the [Applicant's] final rate of pay? \_\_\_\_\_

Was [Applicant] reliable? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Was [Applicant's] work satisfactory? (If no, explain) \_\_\_\_\_

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Why did [Applicant] leave your employ? \_\_\_\_\_

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Would you rehire this person? \_\_\_\_\_

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Any remarks? \_\_\_\_\_

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Information furnished by: \_\_\_\_\_

Thank you for your cooperation and prompt response.

Sincerely,

[Your Name]  
[Your Title]  
[Your Business]