

Employee Reference Check

Employee Name: _____

Employee Signature: _____

Company to contact: _____ Name to contact: _____

Phone# _____

Employment dates if applicable or if none please list the time frame you've known your reference contact whom we shall contact.

From: _____ To: _____

OFFICE USE ONLY

Employee is Seeking Employment with our company. It is our policy to ask for references prior to employment.

Eligible for rehire? YES NO

Comments:

Information was received by Phone Fax

Human Resources:

Signature: _____

Date: _____