



**Candidate Reference Check – Previous Employer**

**THIS SECTION TO BE COMPLETED BY STAFF ONE MANAGEMENT**

Name \_\_\_\_\_ Date \_\_\_\_\_

Name of Employer \_\_\_\_\_

Address of Employer \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_\_) \_\_\_\_\_

**THIS SECTION TO BE COMPLETED BY CANDIDATE**

To Whom It May Concern:

I have applied to Staff One for employment. I request and authorize you to release all information stated below to the management of Staff One. This employment record should include my character, abilities and the reason for leaving your employ. The following data should help in identifying my personnel record.

Name while employed \_\_\_\_\_ SSN \_\_\_\_\_

Dates of Employment \_\_\_\_\_ to \_\_\_\_\_ Position Held \_\_\_\_\_

Ending Pay Rate \_\_\_\_\_ per \_\_\_\_\_ Supervisor \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**THIS SECTION TO BE COMPLETED BY PREVIOUS EMPLOYER**

Does the information above match your records?  Yes  No

If no, please explain: \_\_\_\_\_

|             | Excellent | Good | Average | Fair | Poor |
|-------------|-----------|------|---------|------|------|
| Reliability |           |      |         |      |      |
| Punctuality |           |      |         |      |      |
| Attitude    |           |      |         |      |      |
| Cooperation |           |      |         |      |      |
| Performance |           |      |         |      |      |
| Attendance  |           |      |         |      |      |

Reason for leaving \_\_\_\_\_

Eligible for rehire?  Yes  No If no, please explain \_\_\_\_\_

Comments \_\_\_\_\_

Signature / Title \_\_\_\_\_ Date \_\_\_\_\_

**Thank you for your assistance. If you have any questions, please feel free to contact Staff One at 414-302-9170.  
Please fax to 414-302-9175**