

REQUEST FOR WRITTEN EMPLOYMENT VERIFICATION

Date _____

Applicant or Employee's Name _____

Social Security Number _____

We would appreciate your help in providing the information requested below to assist us in making a hiring decision on the above candidate for employment. Your reply will be held in strictest confidence. Thank you for your cooperation.

Signature

Date

Applicant or Employee's Position:		
Dates of Employment: From: _____ To: _____ Salary: _____		
Job Duties:		
Reason for Leaving:		
Was adequate notice given? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is the applicant eligible for rehire? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If no, why not?		
How well did the employee perform?		
<i>Please comment on the following:</i>		
ATTENDANCE	() Excellent () Good () Fair () Poor	
PRODUCTIVITY	() Excellent () Good () Fair () Poor	
EFFICIENCY	() Excellent () Good () Fair () Poor	
ATTITUDE	() Excellent () Good () Fair () Poor	
ABILITY TO GET ALONG WITH OTHERS	() Excellent () Good () Fair () Poor	
SUPERVISORY ABILITY (IF APPLICABLE)	() Excellent () Good () Fair () Poor	
Overall, what were this person's strong points?		
Overall, what were this person's weak points?		
Information provided by:	Job Title:	Date: