

**EOR Employee
Reference Check Form**

Date of Contact: _____ Applicant Name: _____

Check Conducted by: _____ Former Employer: _____

FAX Number: _____ Phone Number: _____

Will you confirm the job title and dates (the applicant) was employed with your organization?

Yes _____ No _____ If so, employment dates: _____ to _____

What was (the applicant's) documented reason for leaving your organization?

Is there any reason you would not rehire (the applicant)? Yes _____ No _____

If so, for what reason? _____

A previous employer can refuse to answer the following questions unless you send them a release signed by the applicant stating they can answer the questions...

Was (the applicant's) overall work performance satisfactory? Yes _____ No _____

Overall was (the applicant's) attendance record satisfactory? Yes _____ No _____

On average, how many days was she/he absent per year? _____

On average, how many days was she/he tardy per year? _____

Did (the applicant) have personal issues that adversely affected his/her job performance?

Use one form per reference check