

## INSTRUCTIONS FOR COMPLETING THIS FORM

▶ **COMPLETE USING ALL CAPITAL LETTERS**

- ▶ Please return the completed form along with the appropriate signatures to Human Resources.
- ▶ Attach copy of applicants signed Reference Checking Authorisation letter.

Pre-employment references solicited by the Company are confidential and may not be released to the applicant, employee or public. Use of this form by departments is optional but the guidelines found in the Reference Checking policy must be observed. When checking references by mail, attach a copy of the application signature showing the applicant's authorization to release information to the Company.

## APPLICANTS DETAILS

First Name	<input type="text"/>	Middle Name	<input type="text"/>
Last Name	<input type="text"/>		

## HIRING DEPARTMENT INFORMATION

*To be completed by hiring department*

Date of Request	<input type="text" value="____/____/____"/>	Name of Hiring Department	<input type="text"/>
Representatives Name	<input type="text"/>	Representatives Title	<input type="text"/>
Representatives Phone Number	<input type="text"/>	Representatives Email	<input type="text"/>
Department Address	<input type="text"/>		
<b>RETURN POSTED FORMS HERE</b>	<input type="text"/>		

## EMPLOYER INFORMATION

*To be completed by previous employer if by mail; or by hiring department if by phone*

Reference furnished by:	<input type="checkbox"/> Telephone	<input type="checkbox"/> Mail	
Date Completed	<input type="text" value="____/____/____"/>	Department	<input type="text"/>
Representatives First Name	<input type="text"/>	Representatives Last Name	<input type="text"/>
Representatives Title	<input type="text"/>	Representatives Phone	<input type="text"/>
Company Name	<input type="text"/>		

*If requested by Mail, please return to the Hiring Department's address listed above*

## APPLICANTS PERFORMANCE

Applicants Name			
	<i>First Name</i>	<i>Middle Name</i>	<i>Last Name</i>
Employment Dates	____/____/____	From	____/____/____ To
Reason for Leaving			
Major Job Duties			
Special Skills			
Met job requirements in terms of <u>quantity</u> of work?	<input type="checkbox"/>	Exceeded Requirements	
	<input type="checkbox"/>	Met Requirements	
	<input type="checkbox"/>	Did Not Meet Requirements	
Met job requirements in terms of <u>quality</u> of work?	<input type="checkbox"/>	Exceeded Requirements	
	<input type="checkbox"/>	Met Requirements	
	<input type="checkbox"/>	Did Not Meet Requirements	
Cooperated with fellow employees and supervisors?	<input type="checkbox"/>	Yes	<input type="checkbox"/> No
Usually came to work on time?	<input type="checkbox"/>	Yes	<input type="checkbox"/> No
Absent more than 10 days (except vacation) in the last year of employment?	<input type="checkbox"/>	Yes	<input type="checkbox"/> No
IF YES, PLEASE EXPLAIN			
Received an oral or written warning for performance or conduct in the last year of employment?	<input type="checkbox"/>	Yes	<input type="checkbox"/> No
IF YES, PLEASE EXPLAIN			
Committed any serious misconduct while on the job?	<input type="checkbox"/>	Yes	<input type="checkbox"/> No
IF YES, PLEASE EXPLAIN			
Required close supervision?	<input type="checkbox"/>	Yes	<input type="checkbox"/> No
IF YES, PLEASE EXPLAIN			
Would you rehire (or retain) this person?	<input type="checkbox"/>	Yes	<input type="checkbox"/> No
IF NO, PLEASE EXPLAIN			
Additional Comments			