

Eastern Oklahoma State College

Employment Reference Check

Name of Reference: _____

Title of Reference: _____

Reference Company Name: _____

Regarding (Candidates Name): _____

Print (Candidates Name): _____

We are contacting you to verify employment for _____ with your organization. This individual has applied with our organization for the position of _____. We appreciate your time and attention to this matter.

Dates of employment: Start Date _____ End Date _____

Job Title: _____

Primary Job Duties: _____

Base salary or hourly rate: _____

Quality of work: _____

Did the candidate have any warnings or discipline regarding unexcused attendance issues (frequent absences, tardiness, etc?) _____

Was the separation of employment voluntary or involuntary? _____

Is the candidate eligible for rehire? _____

Is there anything I haven't asked about, that someone considering this person for a job should be aware of?

Printed Name of individual making the reference check: _____

Signature: _____

Title: _____

Date: _____

Return original completed form to the Eastern Ok State College Human Resources Office.