

Employment Reference Check

{Your Business}
{Street Address}
{City, State and ZipCode}

{Date}

{Former Employer}
{Street Address}
{City, State and Zip Code}

Re: Reference for {Applicant Name}
{Social Security Number}
{Position Held at former Employer}
{Dates of employment}
{Provide information supplied by applicant for identification purposes.}

Dear {Former Employer}

The above named individual has applied for employment with {Your Business} and has named you as a former employer. In order to make an informed hiring decision, we need to know the applicant's work history. {Applicant} has signed a release permitting you to provide us with the requested information, and a copy is attached. Any information that you give will be held in confidence.

Please verify employment by answering the following questions:

How long was {Applicant} with your company? _____

Please provide all dates of employment: _____

What position(s) were held by {Applicant}? _____

What was the {Applicant's} final rate of pay? _____

Was the {Applicant} reliable? _____

Was {Applicant's} work satisfactory? (If no, explain) _____

Why did [Applicant] leave your employ? _____

Would you rehire this person? _____

Any remarks? _____

Information furnished by: _____

Thank you for your cooperation and prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Business]