

Appendix Number 9

TELEPHONE REFERENCE CHECK QUESTIONNAIRE

Applicant's Name: \_\_\_\_\_

Previous Employer's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Previous Employer's Address: \_\_\_\_\_

Name and Title of Person Contacted: \_\_\_\_\_

I am [Your Name] with Tremonton City and we are verifying the work history of [Name of Applicant], who has made application for employment with us. [Name of Applicant] has indicated that he/she was previously employed with your agency.

Please take just a moment to answer a few questions regarding [Name of Applicant]'s past employment with your agency. Attached is a signed Consent to Release Information Form authorizing release of the following information:

1. Was he/she employed by your company? \_\_\_\_\_
2. What were the dates of his/her employment? From: \_\_\_\_\_ To: \_\_\_\_\_
3. What type of work did he/she do for you? \_\_\_\_\_
4. Would you consider him/her to have been a satisfactory employee? \_\_\_\_\_
5. What was his/her final salary when he/she left? \_\_\_\_\_
6. What was the reason he/she left? \_\_\_\_\_
7. Did he/she get along well with his/her fellow workers and supervisors? \_\_\_\_\_
8. Would you rehire him/her, and why? \_\_\_\_\_
9. Is there anything else that would be helpful for us to know about him/her? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Mr./Ms. [Name of Previous Employer], I sincerely appreciate your comments. This information

will, of course, be kept in strict confidence.

Thank you very much,

Checked by: \_\_\_\_\_ Date: \_\_\_\_\_