

Appendix Number 10

WRITTEN REFERENCE CHECK QUESTIONNAIRE

[Previous Employer]
[Street Address]
[City, State, Zip Code]

[Date]

Dear Mr./Mrs. [Name of Previous Employer],

[Name of Applicant] has applied for employment with Tremonton City, and 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,

