

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. [Name of Applicant] has signed a 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 Person Contacted], I sincerely appreciate your comments. This information will, of course, be kept in strict confidence. Thank you very much.

Checked by: _____ Date: _____

Notes: