

EMPLOYMENT HISTORY CHECK

Use the information on the state application form to contact previous employers and ask the following questions. Query yes/no answers. Record responses on this form. Use a separate copy of this form for each employer interviewed.

1. Job Title: _____
2. Duties and responsibilities: _____

3. Rate the work performance: _____

4. How did the applicant handle high pressure situations? _____

5. Is the applicant able to accept direction? _____
6. Was the applicant frequently late or absent? _____
7. Was the applicant ever disciplined, asked to resign, terminated or released due to any criminal or personal misconduct? _____

8. Was the applicant involved in any accidents while employed? _____

9. Do you know of any behaviors or activities which tend to demonstrate that this applicant is not reliable or trustworthy or any that show high moral character? _____

10. Would you consider rehiring this applicant? _____
11. What reason did the applicant give for leaving prior employment? _____
12. What prior places of employment did the applicant list when applying with your organization? _____

13. Would you recommend the applicant for this position? _____
14. Information provided by: _____ Job Title: _____