



REFERENCE VERIFICATION

APPLICANT: \_\_\_\_\_
SOC SEC NO: \_\_\_\_\_

PREVIOUS EMPLOYER: \_\_\_\_\_
POSITION HELD: \_\_\_\_\_
ADDRESS: \_\_\_\_\_
SUPERVISOR: \_\_\_\_\_
SUPERVISOR'S PHONE NO: \_\_\_\_\_
DATES EMPLOYED: \_\_\_\_\_
REASON FOR LEAVING: \_\_\_\_\_

I hereby authorize the above named organization or person to release any and all information pertaining to my (past) employment, including, but not limited to, the information requested below.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

ADMINISTRATIVE USE BELOW ONLY.

EVALUATION

Table with 5 columns: Job Knowledge, Attitude, Dependability, Punctuality, Personal Appearance, Excellent, Good, Fair, Poor. Each cell contains a horizontal line for evaluation.

Are Dates Correct? \_\_\_\_\_ Is Position Correct? \_\_\_\_\_

Eligible for Rehire? \_\_\_\_\_ If No, Why Not? \_\_\_\_\_

Reference Given By: \_\_\_\_\_ Title: \_\_\_\_\_

DSS Employee Taking Evaluation: \_\_\_\_\_ Date: \_\_\_\_\_