



EMPLOYMENT REFERENCE CHECK FORM

_____ has applied for the position of _____
Please complete the information requested below and return this form back to us as soon as possible. The applicant has signed a release to verify information that he/she has provided to us.

Company Name: _____
Contact Person: _____
Title: _____
Phone/E-mail/Fax: _____

APPLICANT RELEASE: I hereby authorize any person, organization, and agency or like party, which may have knowledge of my employment and which is requested by Higher Education Consortium of Metropolitan St. Louis (HEC), to which I have applied for employment, to release to HEC any and all information pertinent to my employment application. In addition, I hereby release HEC, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

Applicant's Signature _____
Date

Print Name

The applicant has listed you as a reference and claims to have been employed by you from _____ to _____.

APPLICANT DATA:

Was employed by your company? Yes† No†
Employment Dates: _____ to _____
Starting Position: _____
Ending Position: _____
Starting Salary: _____
Ending Salary: _____
Applicant's Responsibilities:

HR Administrator: _____ Date Received: _____



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Rate the applicant's performance by using the following scale: 1 = Lowest 5= Highest

Performance	Rating	Comments
Attendance		
Attitude		
Cooperation		
Initiative		
Job Skills		
Productivity		
Quality of Work		
Reliability		
Supervisory Skills		

Would you rehire the applicant? Yes No

Reason for Leaving: _____

Please use the following space to provide any other information you care to release. We appreciate you providing any information that would be helpful in making a hiring decision.

Completed by: _____ Date Completed: _____

Please complete the information requested below and return this form back to us as soon as possible at:

Higher Education Consortium of Metropolitan St. Louis
8420 Delmar Blvd. Suite 504
St. Louis, MO 63124
Attn: Joycelyn Ford
jford@heccstl.com
314-991-2874 fax

HR Administrator: _____ Date Received: _____