

Authorisation for Employment Reference

To:

Name : _____ Designation : _____

Organisation : _____

Address : _____

From :

[Name and title of person form to be returned to]

[Company name]

[Company address]

The person whose signature appears below has applied to this company for employment as a _____. To complete our determination of this person's overall suitability for employment in this position and with this company, it is important to us to obtain prior employment, education, and other related information about prospective employee.

While we recognise that former employers having confidential information on their former employees are rightfully reluctant to divulge such information to others, we would like to assure you that the contents of this document is treated by us as confidential. In addition, to assure your further comfort in supplying us with the information requested below, we have obtained the reference person's written authorisation allowing you to release the information requested.

Thank you in advance for your help and co-operation in this matter, and please use the confidential envelope enclosed for the return of your response.

APPLICANT'S INFORMATION

Applicant's Name : _____ Designation : _____

Date of Birth : _____ I.D. No.: _____

Address : _____

Home Phone : () _____

PRIOR EMPLOYMENT INFORMATION

Date of Hire : _____ Designation : _____

Salary: \$ _____

Previous Positions Held : _____ Date: _____

Last Position Held : _____ Date: _____

Reason for Leaving : _____

Last Work Date : _____

What was this person's most noteworthy job responsibilities?

Performance Strengths Were?

Performance Weaknesses Were?

Date and Nature of Disciplinary Problems (prior three years)

Notable Recognitions, Awards, or Achievements

BASED ON OVERALL EMPLOYMENT				
HOW WOULD YOU RATE THIS PERSON'S PERFORMANCE?				
	Superior	Good	Fair	Poor
Job Knowledge and Use of Skills				
Attention to Detail and Memory				
Use of Time/Efficiency				
Relations with Co-workers				
Relations with Superiors				
Customer Relations				
Compliance with Rules and Policies				
Tardiness				
Honesty and Trustworthiness				
Personal Grooming				
Absenteeism				
_____ hours absence during last twelve months of employment				

DISCLOSURE AUTHORISATION AND RELEASE

I hereby authorise (Name of former employer) and its employees and representatives to provide the above information they deem appropriate regarding my employment and job performance to (Name of your company) and any of its employees, representatives, and agents. This information may be provided either verbally or in writing. In addition to authorising the release of any information regarding my employment, I hereby fully waive any rights or claims I have or may have against (Name of your company) and its employees, representatives, and agents, and I release (Name of your company) and its employees, representatives, and agents from any and all liability, claims, or damages that may directly or indirectly result from the use, disclosure, or release of any such information by any person or party, whether such information is favourable or unfavourable to me.

Signature: _____ Date: _____

Name: _____