Attachment III

Applicant Name:

EMPLOYMENT HISTORY CHECK

(Fill out one form for each place of employment of applicant)

Applicant's Name:

Name of Business:

Address:

Phone Number:

QUESTIONS

Dates of employment to

Job Title:

Duties and responsibilities:

Rate the work performance:

Do you consider the applicant to be honest and reliable? ☐Yes ☐No Explain:

What type of temperament does the applicant have?

How does the applicant handle himself/herself under pressure?

Has the applicant ever been involved in any employment disruption?

How does the applicant deal with problems?

Is the applicant able to accept:

- Discipline? ☐ Yes ☐ No Explain:

- Orders? ☐ Yes ☐ No Explain:

- Responsibility? ☐ Yes ☐ No Explain:

Was the applicant frequently:

- Absent? ☐ Yes ☐ No Explain:

Late? ☐ Yes ☐ No Explain:

Has applicant ever been disciplined, asked to resign, terminated or released due to any criminal or personal misconduct? ☐ Yes ☐ No Explain:

What was the applicant's attitude toward supervisors, coworkers, and the public?

What was the applicant's general appearance while working?

Was the applicant involved in any accidents while employed?

Do you have any knowledge of any behavior, activities, or association which tends to show this person is not reliable or honest or trustworthy, and of good conduct and character?

☐ No ☐ Yes Explain:

Would you consider rehiring applicant? ☐Yes ☐No

Reasons for leaving this employment:

Reasons given for leaving prior employments:

What prior places of employment did applicant list when they applied with your organization?

Was this applicant willing to do more than their share of the work?

What was the quality of work performed?

Would you recommend the applicant for this position? ☐Yes ☐No; Explain:

Information provided by:

Job Title:

Contact Number:

Additional comments:

Date: _____ Investigator: _____