

**Attachment III**

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

*Applicant Name:* \_\_\_\_\_

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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, honest, or trustworthy, and of good conduct and character?  No  Yes Explain:

Would you consider rehiring the applicant?  Yes  No

Reasons for leaving this employment:

Reasons given for leaving prior employments:

What prior places of employment did the applicant list when applying with your organization?

Was the applicant willing to do more than the applicant's share of work when circumstances called for that?

**Applicant Name:** \_\_\_\_\_

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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: \_\_\_\_\_