



Sample Employment Reference Check

[Date]

[Former Employer]

[Street Address]

[City, State and Zip Code]

Re: Reference for [Applicant Name]
[Social Security Number]
[Position Held at Former Employer]

Dear [Former Employer]:

The above named individual has applied for employment with [Company Name] and has named you as a former employer. In order to make an informed hiring decision, we must inquire into the applicant's work experience. Enclosed, for your records, is a release, which [Applicant] has signed, permitting you to provide the information requested below. Any information that you give will be held in the strictest confidence.

How long was [Applicant] with your company? _____

Please provide all dates of employment: _____

What position(s) were held by [Applicant]? _____

What was the [Applicant's] final rate of pay? _____

Was [Applicant] reliable? (If no, please explain.) _____

Was [Applicant's] work satisfactory? (If no, explain) _____



Why did [Applicant] leave your employ? _____

Would you rehire this person? (If no, explain.) _____

Any additional remarks? _____

Information furnished by: _____

Thank you for your anticipated cooperation and prompt response.

Sincerely,

[Your Name]

[Your Title]