

Requesting Verification of a Candidate's Prior Employment

[Date]

[Name and Title of Former Employer's Representative]

[Company]

[Address]

Re: Employment Verification for [Name of Candidate]

Dear [Name of Former Employer's Representative]:

[Company]

[Name of Candidate] has applied for employment with [Company]. Would you kindly provide us with a statement regarding your experience with this applicant during the applicant's term of employment with your company? Please complete the information requested below, and [fax it back to _____] [return it in the enclosed self-addressed stamped envelope] at your earliest convenience. Feel free to call me as well at [_____].

Of course, your reply will be held in the strictest confidence. Thank you in advance for your assistance.

Sincerely,

[Name], [Title]

[Company]

Reference Release

I hereby authorize [Former Employer] to provide [Company] with the information requested in the attached Employment Verification Form. I hereby expressly release [Former Employer] from any and all claims which may be related to or arise from the disclosure of the reference information provided by [Former Employer] pursuant to this authorization, including, but not limited to, claims for defamation, interference with contract, and negligence.

Candidate's Signature

Date

EMPLOYER NOTES:

Be sure to obtain written authorization from a candidate prior to conducting reference checks.

As a general rule, information obtained and requested through the pre-employment process should be limited to that which is essential for determining if a person is qualified for the job. Federal law (as well as the law of most states) prohibits discrimination based upon race, sex, religion, color, national origin, age, disability and other factors. Be sure to treat candidates equally and avoid any questions which may be construed as discriminatory.

In light of potential liability issues, it is common for a former employer to provide a neutral reference in which the employer merely affirms that the employee worked for the employer during certain dates and held a specific position.

Employment Verification for [Name of Candidate]

(Please provide the following information to the best of your knowledge.)

Name and location of your company: _____

Candidate's final job title at your company: _____

Dates candidate was employed by your company: _____

Reason for leaving: _____

Starting salary: _____ Ending salary: _____

Eligible for rehire? Yes No If no, why not: _____

Please place a check mark under the appropriate rating for each item below.

	Exceeded Job Requirements	Met Job Requirements	Did Not Meet Job Requirements
Quality of work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cooperation/attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional comments: _____

Manager's Signature

Date