

EMPLOYMENT VERIFICATION

RELEASE OF CONFIDENTIAL INFORMATION FOR REFERENCE PURPOSES

I authorize Hillside Country Living to request information that they deem necessary concerning my previous employment to be answered. Further, I release my previous employer from any and all responsibilities when supplying Hillside Country Living with the requested information.

Applicant Signature

Date

Applicant Printed Name

Company Name: _____

Company Phone: _____ **Company Fax:** _____

Employment Dates From: _____ **To:** _____

Position: _____ **Rate of Pay:** _____

Supervisor: _____

Description of Job Duties: _____

FOR OFFICE USE ONLY

Please rate the employee in the following areas:

Dependability	Poor	Good	Excellent
Attendance	Poor	Good	Excellent
Appearance	Poor	Good	Excellent
Punctuality	Poor	Good	Excellent
Work Habits	Poor	Good	Excellent
Overall Performance	Poor	Good	Excellent

Reason for leaving: _____

Eligible for rehire : Yes ☐ No ☐ Is this because of a company No Rehire Policy? Yes ☐ No ☐

Evaluated by: _____ Title: _____