



EMPLOYMENT REFERENCE CHECK

It is our policy to obtain 3 Employment References, not personal references. Please fill in the name of the employer you would like us to contact as the dates you were employed there.

Company Name: _____ Job Title: _____

Dates Employed From: _____ To: _____ Supervisor Name: _____

Phone #: _____ Fax #: _____ Email: _____

AUTHORIZATION TO RELEASE EMPLOYMENT INFORMATION

I, _____, hereby authorize the above mentioned
(Please print your name)
employer to provide employment information to HVAC, Inc.

Signed

Date

Please do not fill past line.

For previous employer.

Please describe the type of work for which the candidate was responsible: _____

Describe the quality and quantity work generated by the former employee: _____

Did he/she come into contact with clients? Y / N

If yes, how well did he/she handle client contact? _____

Please rate the candidates following skills, 1 being the worst, 5 being the best:

Supervisory Skills: 1 2 3 4 5 Attendance: 1 2 3 4 5 Punctuality: 1 2 3 4 5

Communication Skills: 1 2 3 4 5 Ability to learn quickly & adapt to new assignments: 1 2 3 4 5

Candidate reason for leaving: _____

Would you rehire this person? Y / N Why/why not? _____

Print Name: _____ Title: _____

Signature: _____ Date: _____