



Job Title _____

Requisition Number _____

Employment Reference Check

Company Contacted _____ Date _____

Name of Person Contacted _____ Phone No. _____

My name is _____ (Interviewer), and I would like to verify information given to the City of Waco by _____ (Applicant).

1. What were the dates of his/her employment? (Per Applicant) From _____ To _____,
(Per Reference) From _____ To _____

2. What position did he/she hold? (Per Applicant) _____,
(Per Reference) _____

3. What was the rate of pay? (Per Applicant) _____, (Per Reference) _____

4. What were his/her main duties? _____

5. Was his/her work acceptable? Yes _____ No _____

6. Is he/she eligible for re-hire? Yes _____ No _____

7. What was the reason for leaving? _____

8. What were his/her strong points and weaknesses? _____

9. Is there anything significant we should know? _____
