

Shady Lane, Inc.

Employment Reference Check

The person identified below is being considered for employment and has signed the authorization for this inquiry. We would appreciate a statement of your experiences with this person when your company employed him/her. **Please return via fax at 920-682-8315 ATTN: Human Resources.**

Applicant Information

Name: _____ SSN: _____

I authorize Shady Lane, Inc. to contact any/or all of my references and prior employers for full information. It is my understanding that Shady Lane, Inc. may make a thorough investigation of my entire work and personal history and may verify all data given in my application for employment, related papers, or oral interviews. I authorize such investigations and the giving and receiving of any information requested by Shady Lane, Inc. and I release from liability any person giving or receiving any such information. I understand that falsification of data investigation may prevent my being hired, or if hired, may subject me to immediate termination of employment. I understand that Shady Lane, Inc. performs arrest and conviction checks.

Applicant Signature: _____ Date: _____

Company Contacting: _____

1. Dates of Employment: _____

2. Position Title: _____

3. Please give any pertinent information on the following:

Quality of Work? _____

Quantity of Work? _____

Attendance? _____

4. Did this person get along well with others? Yes _____ No _____

5. What was the reason this person left your company? _____

6. Is this person eligible for rehire with your company? Yes _____ No _____

Additional Comments:
