

REFERENCE CHECKING FORM

Applicant Name _____ Department _____

Company Contacted _____ Telephone _____

Individual Contacted _____ Title _____

Applicant's Tenure at Company From _____ To _____

What was applicant's position? _____

What information can you give in regards to:

Performance _____

Attendance _____

Reason for Termination _____

Additional Comments _____

REFERENCE CHECKING FORM

Applicant Name _____ Department _____

Company Contacted _____ Telephone _____

Individual Contacted _____ Title _____

Applicant's Tenure at Company From _____ To _____

What was applicant's position? _____

What information can you give in regards to:

Performance _____

Attendance _____

Reason for Termination _____

Additional Comments _____

SAMPLE VERIFICATION RELEASE LETTER

Inside Address

To Whom It may Concern,

I am being considered for employment by _____ Parish of _____(city), Pennsylvania as a Religious Education Leader.

This letter authorizes you to release any and all information concerning my employment with you about which _____ Parish may inquire.

Please respond to the information that has been included with this letter and return at your earliest convenience. An addressed envelope is included for your convenience.

Very truly yours,

(signature of candidate)
(social security #)

(printed or typed name)

My previous position: _____

My supervisor was: _____

My dates of employment were: From _____ To _____