

Employment Verification

Please fax or mail this form to the office indicated:



Key Staff Source
2721 6th Street
Tuscaloosa, AL 35401

Fax: (205) 391-9066

Applicant: Please

sign and date in the space provided below.

I hereby authorize you to issue the above Staffing Agency any information requested regarding my work performance and do hereby unconditionally release your company from all liability for any damage whatsoever which might result from furnishing same.

Applicant Signature

Date

DO NOT WRITE BELOW THIS LINE. FOR STAFFING AGENCY USE ONLY

Company _____ Phone (_____) _____
Supervisor/Attention _____ Fax (_____) _____
Address _____
City _____ State _____ Zip _____

Applicant: _____ Social Security No. _____
Job Title: _____ Dates of Employment: _____ to _____
Reason for leaving _____ Ending Salary: \$ _____

The above-named individual has applied for employment with the above Staffing Agency and has given us your name as a former employer. Your assistance in determining his/her qualifications by completing the form below is appreciated. Please note the applicant has authorized the release of this information.

Thank you for your assistance.

Performance	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Unable to Comment
Attitude	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Unable to Comment
Attendance	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Unable to Comment
Eligible for Rehire?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unable to Comment	
Dates of employment correct?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	If no, correct dates: _____	
Correct job title?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	If no, correct title: _____	
Correct ending salary?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	If no, correct salary: _____	

Is there anything of a negative basis we should know about? _____

Other remarks _____

Do you currently work with a staffing company to assist you with your staffing needs? ☐ Yes ☐ No

Signature _____ Title _____ Date _____

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