

Wood County Reference Check

To:

The individual named below is seeking employment under the Wood County Commissioners and has listed you as a former employer or personal reference. Please provide the information requested concerning this applicant. Enclosed is a self-addressed, postage paid envelope for your convenience. Thank you for your cooperation.

Name _____ Social Security # _____

I authorize any present or past employers, professional or personal references to provide information concerning my work history and background. I understand that this information will be used for employment purposes and that if additional information is needed, I must complete another release form.

Applicant's Signature _____ Date _____

_____ See attached application which includes this language and applicant's signature.

To be completed by former employer

Dates of employment _____ Job Title _____

Job Duties _____

Reason for leaving _____

Evaluation of Applicant	Unsatis- factory	Marginal Average	Average	Above	Exceptional
1. Ability to learn on the job	_____	_____	_____	_____	_____
2. Knowledge of work	_____	_____	_____	_____	_____
3. Quality of work	_____	_____	_____	_____	_____
4. Quantity of work	_____	_____	_____	_____	_____
5. Initiative/Self-starter	_____	_____	_____	_____	_____
6. Dependability	_____	_____	_____	_____	_____
7. Ability to get along with others	_____	_____	_____	_____	_____
8. Attitude toward job	_____	_____	_____	_____	_____
9. Ability to adjust to change/stress	_____	_____	_____	_____	_____
10. Ability to make decisions	_____	_____	_____	_____	_____
11. Attendance	_____	_____	_____	_____	_____
12. Punctuality	_____	_____	_____	_____	_____
13. Personal Appearance	_____	_____	_____	_____	_____
14. Attitude toward life	_____	_____	_____	_____	_____
15. Other references	_____				

16. Because of the sensitive nature of this job, is there anything in the applicant's background we should know about?
Please describe. _____

Would you recommend for employment? Yes No

If no, please explain: _____

Employer _____

Printed Name _____ Title _____

Signature _____ Date _____