



PRE-EMPLOYMENT REFERENCE CHECK FORM

APPLICANT: *Please complete the information requested below.*

REFERENCE AUTHORIZATION: I hereby authorize you to provide any information you may make available regarding my job performance and character.

NAME (Please Print)

SOCIAL SECURITY NUMBER

SIGNATURE

DATE

EMPLOYER:

The applicant named above has recently submitted an application for employment with our company. Please verify the details of his/her services below and return the form to ARDMORE ENTERPRISES, INC., 3010 Lottsford Vista Road, Mitchellville, Maryland 20721 or Fax to (301) 731-4551 ATTENTION: **Lauren Paulwell**. **ALL INFORMATION SUPPLIED WILL BE KEPT CONFIDENTIAL.** Thank you for your cooperation.

VERIFICATION:

Employment was from _____ to _____

Position: _____ Rate of Pay : \$ _____ per _____

What was the nature of work and job responsibilities? _____

Please check the appropriate boxes:

Nature of work and Job responsibilities	OUTSTANDING	VERY GOOD	GOOD	IMPROVEMENT	UNSATISFACTORY
ATTENDANCE					
COOPERATION					
INITIATIVE					
PRODUCTIVITY					
JOB KNOWLEDGE					
RELIABILITY					
QUALITY OF WORK					

What was his/her reason for leaving? _____

Would you rehire him/her? [] yes [] no? If no, why? _____

Signature: _____ Title: _____ Date: _____

Organization: _____ Address: _____