

Reference Release Form

Applicant Name: _____

Former Employer: _____

Social Security #: _____ Dates Employed: _____

The above named applicant is being considered for employment with Winning Wheels Inc. and has listed your organization as a former employer. We would appreciate your verification and completion of this form at your earliest convenience. Information provided will be treated in confidence.

Please fax or email this form to us:
Attn. Amie Topp, fax 815-537-5268, email atop@ahinc.biz
Thank you for your assistance.

Applicant's Authorization

I consent to and authorize the above named former employer, and its agents and employers, to furnish any reference information concerning me, including achievement, wage history, performance, attendance, personal history, disciplinary information, and reason for separation of employment relating to my employment with the former employer. It is expressly understood that any information given is to be used for the purpose of determining my acceptability for employment. I also hereby release the above named former employer, and its agents and employees from all liability for damages or claims, including but not limited to defamation, interference with contract or prospective economic advantage and negligence. I have or may have which arise or result from any reference information provided pursuant to this authorization or any attempts to comply with this information.

Applicant's Signature

Date

Record of Employment

Applicant Name _____

Dates employed: _____ Position: _____

Wages at time of separation: _____

Eligible for Rehire: Y N No Comment

Did the employee give a 2 week notice? N Y No Comment

Attendance/Tardy Issues? Y N No Comment

Would the applicant pose a risk (abuse, neglect, theft) to employees or residents?

Y N No Comment

General Comments on Performance etc.:

This form was completed by:

Print

Sign

Date