

**PAST EMPLOYMENT VERIFICATION**

\_\_\_\_\_  
**Name: (Please Print)**

\_\_\_\_\_  
**Social Security Number**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**OFFICE USE ONLY**

Because we are a quality staffing service, we would like to provide our clients with qualified employees. Consequently, we at Locate Staffing realize that the future performance of a new hire can be anticipated by reviewing that same employee's past performance. For this very reason, we would appreciate your input as a past employer in completing this short survey. Thank you for helping us to gain a more accurate understanding of our potential new hire.

Please rate this employee on a scale of 1 to 5. 1 being Unacceptable and 5 being Exceptional. If not applicable, please note "NA".

Attendance \_\_\_\_\_ Punctuality \_\_\_\_\_ Productivity \_\_\_\_\_ Accuracy \_\_\_\_\_

Initiative \_\_\_\_\_ Adaptability \_\_\_\_\_ Attitude \_\_\_\_\_ Quality \_\_\_\_\_

Dependability \_\_\_\_\_ Job Knowledge \_\_\_\_\_

Position Held: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

Rate of Pay: \_\_\_\_\_ Would you rehire: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Comments: \_\_\_\_\_

Would you like information pertaining to our services? Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Company Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Fax #

\_\_\_\_\_  
Locate Staffing Representative

\_\_\_\_\_  
Date