

Employment Reference Check

[Your Business]
[Street Address]
[City, State and Zip Code]

[Date]

[Former Employer]
[Street Address]
[City, State and Zip Code]

Re: Reference for [Applicant Name]
[Social Security Number]
[Position Held at Former Employer]
[Dates of employment]
[Provide information supplied by applicant for identification purposes.]

Dear [Former Employer]:

The above named individual has applied for employment with [Your Business] and has named you as a former employer. In order to make an informed hiring decision, we need to know the applicant's work history. [Applicant] has signed a release permitting you to provide us with the requested information, and a copy is attached [*Ed. Note: This release is available in the "Members Only section of the NCAPHCC website.*]. Any information that you give will be held in the strictest confidence.

Please verify employment by answering the following questions:

How long was [Applicant] with your company? _____

Please provide all dates of employment: _____

What position(s) were held by [Applicant]? _____

What was the [Applicant's] final rate of pay? _____

Was [Applicant] reliable? _____

Was [Applicant's] work satisfactory? (If no, explain) _____

Why did [Applicant] leave your employ? _____

Would you rehire this person? _____

Any remarks? _____

Information furnished by: _____

Thank you for your cooperation and prompt response.

Sincerely,

[Your Name]
[Your Title]
[Your Business]

