



## EMPLOYMENT REFERENCE REQUEST CHECK

APPLICANT NAME: \_\_\_\_\_

POSITION APPLIED FOR AT G4S: \_\_\_\_\_

### RELEASE OF INFORMATION

I authorize G4S to conduct a thorough background and reference check on my suitability for the position I am applying. I agree to comply with all background investigation as required. I release G4S, and all other persons or entities from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosures.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**----- DO NOT WRITE BELOW THIS LINE -----**

### CURRENT OR FORMER EMPLOYMENT INFORMATION

*Please answer the questions requested. If question is not applicable, check-mark N/A. If you are unable to answer the question, check-mark "Unable to Answer."*

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

Was the applicant an employee of your Company?  YES  NO

What was the job title of the applicant? \_\_\_\_\_

What was the applicant's main job duties? \_\_\_\_\_

Employment Period: From: \_\_\_\_\_ To: \_\_\_\_\_

***Please rate the applicant's skills during his/her employment period with the company***

|                       |                                    |                               |                                  |                               |                             |   |
|-----------------------|------------------------------------|-------------------------------|----------------------------------|-------------------------------|-----------------------------|---|
| Attendance record:    | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Average | <input type="checkbox"/> Poor | <input type="checkbox"/> NA | <input type="checkbox"/> Unable to answer |
| Performance:          | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Average | <input type="checkbox"/> Poor | <input type="checkbox"/> NA | <input type="checkbox"/> Unable to answer |
| Communication:        | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Average | <input type="checkbox"/> Poor | <input type="checkbox"/> NA | <input type="checkbox"/> Unable to answer |
| Interpersonal Skills: | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Average | <input type="checkbox"/> Poor | <input type="checkbox"/> NA | <input type="checkbox"/> Unable to answer |
| Integrity/Ethics:     | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Average | <input type="checkbox"/> Poor | <input type="checkbox"/> NA | <input type="checkbox"/> Unable to answer |

Did applicant resign?  Yes  No Was the applicant terminated?  Yes  No

Reason for resignation or termination: \_\_\_\_\_

Is the applicant eligible for re-hire:  Yes  No

### REFERENCE INFORMATION

Name of Person Completing Reference: \_\_\_\_\_

Company: \_\_\_\_\_ Job Title: \_\_\_\_\_

Contact Information: \_\_\_\_\_ Date Completed: \_\_\_\_\_

### DO NOT WRITE BELOW – FOR HUMAN RESOURCES

HR Representative: \_\_\_\_\_

Conducted Reference by  Telephone  Email  Other: \_\_\_\_\_

Attempt 1: \_\_\_\_\_ Attempt 2: \_\_\_\_\_ Attempt 3: \_\_\_\_\_