

Please return this form signed and dated with your application.

Porter Hills Retirement Communities and Services, Inc. (PHRCS)
3600 East Fulton Street, Grand Rapids, MI 49546
Phone: 616-949-4971 Fax: 616-974-1986

PRE-EMPLOYMENT REFERENCE CHECK

One of your current/former employees has recently applied for a position with our company. We ask that you verify their service and return this form as soon as possible. THIS INFORMATION WILL BE KEPT CONFIDENTIAL. Thank you for taking the time to complete this form.

Sincerely,

Leigha DeMaagd

Leigha DeMaagd
Human Resources

AUTHORIZATION:

I have made an application for employment with PHRCS. I request and authorize you to release all information requested concerning my employment record, reason for leaving your employment, performance, character, and/or my education. I release you from all liability for any damage whatsoever for furnishing said information.

Applicant's signature _____ Date: _____

REMAINING PORTION TO BE COMPLETED BY FORMER EMPLOYER & PHRCS ONLY

PLEASE VERIFY INFORMATION BELOW

Name _____ Social Security No. _____

Company contacted _____

Employment was from ___/___/___ to ___/___/___ If incorrect, give dates: _____

Position held _____ If incorrect, correct position: _____

Nature of work and job responsibilities _____

Applicant's reason for leaving _____

Would you rehire this applicant? ___ yes ___ no Why? _____

How would you rate the applicant's performance in the following areas? Please circle the appropriate number.

1 = Outstanding 2 = Very Good 3 = Good 4 = Needs Improvement 5 = Unsatisfactory

Attendance	1 2 3 4 5	Productivity	1 2 3 4 5	Work Quality	1 2 3 4 5
Cooperation	1 2 3 4 5	Job Knowledge	1 2 3 4 5	Communication	1 2 3 4 5
Initiative	1 2 3 4 5	Reliability	1 2 3 4 5	Creativity	1 2 3 4 5

How would you compare this person with others doing the same work? _____

Did this person exhibit any personality traits that interfered with work performance? _____

Any additional information? _____

Person verifying information _____ Title _____ Date _____