

<b>Reference Check</b>			
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Name of Candidate: \_\_\_\_\_

Last four of SSN: \_\_\_\_\_

Employer/Reference: \_\_\_\_\_

The candidate named above is being considered for employment at Tusculum College as  
\_\_\_\_\_. Please fill out the following form and return to us  
by email at [hr@tusculum.edu](mailto:hr@tusculum.edu)

Thank-you,

Renee Jones  
Human Resources Generalist

#### **ACKNOWLEDGEMENT**

The facts set forth above in my application for employment are true and complete. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation of my personal history through any investigative agencies or bureaus of your choice.

In making this application for employment, I also understand that an investigative consumer report may be made whereby information is obtained through personal interviews with my neighbors, friends or others with whom I am acquainted. This inquiry, if made, may include information as to my character, general reputation, personal characteristics, and mode of living. I understand that I have the right to make a written request within a reasonable time period to receive additional, detailed information about the nature and scope of any such investigative report that is made. I understand that Tusculum College has the policy of "Employment at Will". The company and/or the employee may terminate employment at any time, for any reason, with or without notice.

Candidate Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Last Four Digits SSN: \_\_\_\_\_

#### **RELEASE STATEMENT**

I hereby authorize any investigator of Tusculum College bearing this release, or copy thereof, within one year of its date, to obtain any information in your files pertaining to my: Education, Law Enforcement Records, and Previous Employment History.

I hereby direct you to release such information upon request of the bearer. Further, I hereby release you as the custodian of such records, and any law enforcement agency, school, college, university, or other educational institution, including officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family, or associates because of compliance with this authorization and request to release information, or any attempt to comply with it. This release is executed in full knowledge and understanding that the information is for the official use of Tusculum College. Consent is granted for Tusculum College to furnish information described above the third parties in the course of fulfilling official responsibilities.

Candidate Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Last Four Digits SSN: \_\_\_\_\_

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*Original to Human Resources Department*

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Date Completed: \_\_\_\_\_ Name of Candidate: \_\_\_\_\_

Company or College: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Reference Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Employment Dates: from \_\_\_\_\_ to \_\_\_\_\_

**If different**, indicate dates: from \_\_\_\_\_ to \_\_\_\_\_

Wage: Starting \$ \_\_\_\_\_ Ending \$ \_\_\_\_\_

Position Title: Beginning \_\_\_\_\_

Ending \_\_\_\_\_

Attendance Poor \_\_\_\_ Average \_\_\_\_ Above Average \_\_\_\_ Outstanding \_\_\_\_ Declined to Comment \_\_\_\_

Tardiness Poor \_\_\_\_ Average \_\_\_\_ Above Average \_\_\_\_ Outstanding \_\_\_\_ Declined to Comment \_\_\_\_

Quality of work: Poor \_\_\_\_ Average \_\_\_\_ Above Average \_\_\_\_ Outstanding \_\_\_\_ Declined to Comment \_\_\_\_

Quantity of work: Poor \_\_\_\_ Average \_\_\_\_ Above Average \_\_\_\_ Outstanding \_\_\_\_ Declined to Comment \_\_\_\_

Why did he/she leave your company/college? Voluntary \_\_\_\_ Involuntary \_\_\_\_ Declined to Comment \_\_\_\_

Did he/she give proper notice? Yes \_\_\_\_ No \_\_\_\_ Declined to Comment \_\_\_\_

Is this he/she eligible for rehire? Yes \_\_\_\_ No \_\_\_\_ Declined to Comment \_\_\_\_

**Additional questions must be job related**

- Strengths \_\_\_\_\_  
\_\_\_\_\_
- Weaknesses \_\_\_\_\_  
\_\_\_\_\_
- Initiative \_\_\_\_\_  
\_\_\_\_\_
- Relationships with others \_\_\_\_\_  
\_\_\_\_\_
- Additional Comments: \_\_\_\_\_  
\_\_\_\_\_