

# APPROVAL FOR REFERENCE CHECK

Please read this entire document carefully.

## I. APPLICANT INFORMATION

Last Name:	First Name:	MI:
Social Security Number:		
Title of position for which you are interviewing:		

## II. REFERENCE CHECK APPROVAL

The Northwest Georgia Health District conducts reference checks on candidates prior to filling vacancies. This information will include the following types of questions and will be used for the purpose of employment selection and no other business related to this Agency.

1. Name of previous employer.
2. Title/Salary of previous job.
3. Period of employment.
4. Quality of work.
5. Timeliness of completed assignments.
6. Ability to work independently.
7. Ability to work with others.
8. Why you left job.
9. Eligible for rehire.
10. Attendance/Punctuality.
11. Educational background.

May we contact your current employer? Yes  No  Explain: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

May we contact your former employer(s)? Yes  No  (If yes, list three supervisors' names and phone numbers from three most recent employers.)

1. Name \_\_\_\_\_ Phone # \_\_\_\_\_

Employer \_\_\_\_\_

2. Name \_\_\_\_\_ Phone # \_\_\_\_\_

Employer \_\_\_\_\_

3. Name \_\_\_\_\_ Phone # \_\_\_\_\_

Employer \_\_\_\_\_

Your signature indicates that you are granting us your permission to conduct reference checks & salary verification on you by phone or in writing. Failure to sign this document will mean that we will not be able to complete the selection process required for employment consideration.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

## III. HOW DID YOU HEAR ABOUT THIS JOB?

(Please check only the one that was most influential in leading you to apply)

- |   |  |  |   |
|---|--|--|---|
| <input type="checkbox"/> Walk-in              | <input type="checkbox"/> College/University    | <input type="checkbox"/> Technical School  | <input type="checkbox"/> Other (Specify): |
| <input type="checkbox"/> DOL Career Center    | <input type="checkbox"/> Newspaper ad          | <input type="checkbox"/> DPH Open Jobs     |   |
| <input type="checkbox"/> Internal job ad      | <input type="checkbox"/> Placement Service     | <input type="checkbox"/> Employee Referral |   |
| <input type="checkbox"/> Professional Contact | <input type="checkbox"/> Other Internet Source | <input type="checkbox"/> NWGA Website      |   |

