



PRE-EMPLOYMENT REFERENCE CHECK

TO BE COMPLETED BY DSH-ATASCADERO HIRING SUPERVISOR:

TO:	DATE:	REQUESTOR'S NAME:	
PHONE:	FAX:	PHONE:	FAX:
EMAIL:		EMAIL:	

_____, who is/was employed by your Department, has applied for employment at _____
(Candidate's Name)
DSH-Atascadero for the position of _____. Please complete the lower portion of this form and return via fax no later than _____.

TO BE COMPLETED BY HR DESIGNEE/CANDIDATE'S SUPERVISOR:

1. Dates of Employment: From _____ to _____ Title/Classification: _____
2. Reason for Separation: _____
If the candidate resigned, was there any Disciplinary Action(s) pending? YES NO
If the candidate resigned, did they resign in lieu of a Disciplinary Action? YES NO
3. Was the candidate punctual/dependable? YES NO
4. Does the candidate have a positive working relationship with co-workers and management? YES NO
5. Does the candidate follow policies and procedures? YES NO
6. Has the candidate received Letters of Correction/Counseling's from supervisors in the past three years of employment?
 YES NO
7. Did the candidate have a performance report with a rating of "Improvement Needed" or "Unsatisfactory" in any factors?
 YES NO If Yes, describe the factors and ratings: _____
8. Has the candidate received (or have any pending) disciplinary/adverse action(s)? YES NO
9. Is the candidate currently the subject of an investigation? YES NO

If yes, please state the nature of the allegations: _____

If yes, what is the anticipated completion date of the investigation? _____
10. Has the candidate previously been the subject of a **substantiated** investigation? YES NO

If yes, please state the nature of the allegations: _____
11. Are there any other work related factors that we should consider in making a decision to hire this candidate?

COMPLETED BY:

PRINT NAME: _____ SIGNATURE: _____
TITLE: _____ DATE: _____
TELEPHONE NUMBER: _____ Completed by phone Completed by Official Personnel File Review