

Pre-Employment Reference Check Authorization

Applicant's Name: _____

Position Applying For: _____

I have applied for employment with the CSU, Chico Research Foundation and have provided information about my previous employment. My signature below authorizes my former or current employers and references to release the contents of my employment record with their organizations and to provide any additional information that may be necessary for my application for employment to the CSU, Chico Research Foundation, whether the information is positive or negative.

I hereby authorize the CSU, Chico Research Foundation to investigate all statements made in my application for employment and to obtain any and all information concerning my former/current employment. This includes my job performance appraisals/evaluations, wage history, disciplinary actions(s) if any, and all other matters pertaining to my employment history. I knowingly and voluntarily release all former and current employers, references, and the CSU, Chico Research Foundation from any and all liability arising from their giving or receiving information about my employment history, my academic credentials or qualifications, and my suitability for employment with the CSU, Chico Research Foundation.

This form may be photocopied or reproduced as a facsimile, and these copies will be as effective as a release or consent as the original which I sign.

Applicant's Signature: _____ **Date:** _____



Pre-Employment Reference Check

Applicant's Name: _____

Social Security Number: _____ Position Applying For: _____

Company Name: _____ Date Contacted: _____

Contact Person: _____ Phone Number: _____

Dates of Employment: _____ to _____ Rate of Pay: Starting _____ Ending _____

Comments: _____

Company Name: _____ Date Contacted: _____

Contact Person: _____ Phone Number: _____

Dates of Employment: _____ to _____ Rate of Pay: Starting _____ Ending _____

Comments: _____

Company Name: _____ Date Contacted: _____

Contact Person: _____ Phone Number: _____

Dates of Employment: _____ to _____ Rate of Pay: Starting _____ Ending _____

Comments: _____

You may attach additional pages if necessary

References Checked By: _____ **Date:** _____

Sample Reference Check Questions

What was his/her job title and primary responsibilities when he/she started?

How would you describe the quality of his/her work?

How well did he/she respond to pressure (e.g., from high volume, deadlines, multiple tasks, public contact)?

How well did he/she plan and organize his/her work, and were assignments completed in a timely fashion?

What was the amount of supervision required from him/her?

How well did he/she get along with other people (e.g., clients, co-workers, supervisors)?

How did he/she respond to criticism/interpersonal conflict?

What are his/her strongest skills as an employee?

What areas of his/her performance needed improvement?

What was the reason for termination?

Would you rehire him/her at the same level?

If no, why not, and for what level of work would you rehire him/her?

Did you talk with the employee about the problem?

Did you document the action?

SPECIFIC SKILLS/EXPERIENCE

In addition to the above questions, which address general performance areas common to most jobs, questions addressing specific duties of this particular position should be included. For example, such questions might cover one or more of the following areas:

Technical knowledge or skills applicable to this type of work

Experience in the applicable professional field

Clerical skills/experience

Lead/supervisory experience

Budget/bookkeeping

Fiscal management

Computer applications (software, hardware, operating systems, etc.)

Program/project development

Writing

Interpreting and applying rules and regulations