

REQUEST FOR RELEASE OF
EMPLOYMENT INFORMATION

Employer, we are seeking information regarding a former employee. Attached you will find an authorization for release of information as requested below by your former employee. If you have any questions, please contact us at _____.

Your quick reply will enable us to finalize our employment decision. Thank you.

Requesting Information for Employee _____

Stated Dates of Employment _____

Role _____ Departing Wage _____

Reason for Separation _____

Does the above information verify against your records? Yes No

If no, what information is incorrect to your records?

Is the individual eligible for rehire? Yes No

On a scale of 1-3; 3 being average to excellent, 2 being average to sometimes a concern, and 1 being below average and an ongoing concern, please rate the following:

- | | |
|-------------------------------------|--|
| Attendance | <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 |
| Relationships with management | <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 |
| Relationships with peers and others | <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 |
| Performance | <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 |
| Conflict | <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 |
| Stress | <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 |
| Coachable | <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 |



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What was the individual's greatest accomplishment while employed with you, if known?

Describe performance strengths

Describe areas for improvement

Is there anything further you would like to share?

Please remit this form to our confidential fax # _____

Submitted by: _____ Date Submitted: _____

