



EMPLOYMENT VERIFICATION AND REFERENCE CHECK

State of Florida
Department of Juvenile Justice
FOR EMPLOYERS OTHER THAN DJJ

Applicant _____ SS Number (last four digits) _____

Position Title _____ Position Number _____

Employer Contacted _____ Phone _____

Person Contacted _____ Title _____

1. _____ (Applicant) gave your name as a current/former employer. If this information is correct, please provide dates of employment with your agency/company:

From _____ to _____ at _____ hours per week.

2. What position did/does this person hold with your agency/company?
(If more than one position, please indicate specific dates for each position.)

A) At time of initial hire _____

B) At time of separation or currently (if still employed) _____

3. Has this applicant been disciplined by your agency/company? Yes No
If yes, please explain

4. Please provide the applicant's last Performance Appraisal rating _____

5. Were any commendations, awards, or other honors issued to the applicant? Yes No
If yes, please explain

6. Describe the major duties performed by the applicant? (Please list)

7. Please explain why this person left your agency/company (if applicable).

8. Were you the applicant's immediate supervisor? Yes No

If no, please give your working relationship _____

If yes, please explain whether the applicant effectively performed his/her job duties.

9. How well did the person get along with supervisor(s) and co-workers?

10. Did the applicant's absenteeism affect his/her performance or productivity?

Yes No

If yes, please explain

11. Please provide any other job-related information you have about this person that would assist in the hiring decision?

Reference checked by: _____

Name

Date: _____

Title