



Wood Temporary Staffing

A Member of The Wood Companies
2350 Pipestone Road
Benton Harbor, MI 49022
Phone: 269-925-6767 Fax: 269-925-6090

Authorized Reference Check

APPLICANT: Please read and sign the following statement so that Wood Temporary Staffing may conduct reference checks with your previous employers.

I hereby authorize Wood Temporary Staffing to contact my previous employers for the purposes of performing a reference check. In addition, I hereby authorize my previous employers to provide Wood Temporary Staffing with the information necessary to complete this form truthfully and accurately. Furthermore, I hereby authorize Wood Temporary Staffing to share the contents of this completed reference check with any of their client companies.

Your Name (Please print)

XXX – XX - _____
Your Social Security Number (last 4 digits only)

Your Signature

Date

STOP: **The Following Information is to be Completed by the Past Employer.**

Please complete the following information so that we may process the prospective employee's application for employment. Thank You.

Company: _____

Employment Dates: Start: _____ End: _____

Duties/Responsibilities: _____

Please rate the following on a scale of 1 to 10, with 1 being Least Positive and 10 being Most Positive.

1. Level of Quality? (1-10): _____
2. How well were instructions followed? (1-10): _____
3. Punctuality/Attendance? (1-10): _____
4. Level of Productivity? (1-10): _____
5. How well did the employee work with others? (1-10): _____
6. What was the overall level of satisfaction with the employee's performance? (1-10): _____

What were the terms of separation (Please circle one):

Termination Resignation Voluntary Layoff Involuntary Layoff

Other (Please describe): _____

If it were not against company policy, would you rehire this person? _____

Comments: _____

Signature & Title of person completing this form

Date

Please check box if you are interested in being contacted about The Wood Companies' staffing or management consulting services for your organization.



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To:

Please Process Immediately: Dated Material Enclosed

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P.O Box 8670

Benton Harbor, MI 49023-8670