



**Resource Group**  
 — STAFFING —  
**EMPLOYMENT VERIFICATION**

**Dear Employer:**

**This employee has applied for work with *Resource Group Staffing*. We are required to check past work references for all job candidates. Your speedy reply will better enable us to help this individual. Please Verify the work information he/she has provided. If not accurate please correct for our records.**

**APPLICANT AUTHORIZATION & CONSENT FOR RELEASE OF INFORMATION**

I authorize *Resource Group Staffing* to investigate all statements made on my application. I specifically authorize *Resource Group Staffing* to contact all my employers, agencies or organizations who can verify the information, and give my consent for all employers and contacted persons to respond to questions pertaining to information on my application. I hereby release *Resource Group Staffing* and all of the persons and agencies providing such information from any and all claims and damages connected with their release of any requested information.

Applicant: \_\_\_\_\_ Soc. Sec. #: \_\_\_\_\_  
 Print Name

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_  
 Signature

Company name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Direct Supervisor: \_\_\_\_\_

Position Held: \_\_\_\_\_ Start/Stop Dates: \_\_\_\_\_

**APPLICANT DO NOT WRITE BELOW THIS LINE**

***Is the above information correct: yes \_\_\_\_\_ no \_\_\_\_\_ (if no please correct)***

***Please verify ending salary: \_\_\_\_\_***

Excellent    Very Good    Good    Fair    Poor    Unable to Comment

Job Performance: \_\_\_\_\_

Attendance & Punctuality: \_\_\_\_\_

Ability to get along w/others: \_\_\_\_\_

If position were available, would you rehire?    No \_\_\_\_\_

Name & Title who supplied the above information: \_\_\_\_\_

Does your company use temporaries?    No \_\_\_\_\_

***Thank you for your cooperation.***