

Pacific Lodge Youth Services
Reference Check of Current or Former Employment

****TOP HALF TO BE COMPLETED BY APPLICANT & RETURNED TO PLYS HR****

I, _____ hereby authorize _____
(Print Applicant Name) (Social Security Optional)

(Name of Current or Former Employer) Contact Person

(Address) () EMPLOYER Phone Number

(City) (State) (Zip) () EMPLOYER FAX
Number

to provide information concerning my employment as _____
(Position)

Dates of employment: From _____ To _____

My signature authorizes and releases any and all claims, demands or liabilities arising out of or in any way related to the disclosure of the information below. I have read and reviewed the foregoing Release and I understand its contents.

(Signature of applicant) (Date)

****BOTTOM HALF TO BE COMPLETED BY CURRENT OR FORMER EMPLOYER ****

Position(s) held by Applicant: _____

Employment Dates: _____ to _____

	<u>Excellent</u>	<u>Good</u>	<u>Needs Development</u>
Quality of work	()	()	()
Cooperation	()	()	()
Attendance	()	()	()

Reason for Leaving/Additional Comments:

Voluntary Involuntary Eligible for Rehire? Yes No

Name & Title of Person Completing Form: _____

Signature: _____ Date: _____

Thank You
Please return this form in the enclosed self addressed stamped envelope or fax to:
Human Resources Department, Pacific Lodge Youth Services
4900 Serrania Avenue, Woodland Hills, CA 91364 FAX: 818-347-1664