AFC Unit _____ A35.205

EMPLOYMENT REFERENCE CHECK

I,_____, hereby give consent to any and all prior employers of mine to provide information with regard to my employment with prior employers to the Arkansas Forestry Commission.

_____ _____
Signature Date

The following applicant has applied for a position with the Arkansas Forestry Commission. In order to complete this process and give the applicant due consideration for the position, please furnish the requested information. Please return to the authorized representative within five (5) days.

_____ _____
Authorized Representative

_____
Address

Applicant: _____ Date: _____

Position: _____

Employer or Former Employer:_____

Person Providing Information: _____

1. When did he/she start with your firm and when did he/she leave?
2. What was his/her job classification with your firm and what were the job duties?
3. How would you rate his/her job performance in terms of work volume and quality?
4. Did he/she receive any promotions or demotions while employed by you?
5. What did you find the most effective way to motivate him/her?
6. What were his/her major accomplishments or strengths while employed by you?
7. What was his/her attendance record while employed by you?
8. What was his/her reason for leaving?
9. Is he/she eligible for rehire?_____ Yes _____ No If no, explain: