



GENERAL STAFFING SOLUTIONS

Applicants please note: Enter only employer reference – no family or personal

PERSONAL & CONFIDENTIAL

The below named applicant has applied for employment with GSN Staffing and has submitted your name as a former employer, supervisor, or co-worker for reference purposes. The applicant has authorized this request to verify employment and his/her performance. GSN strives to promote the highest quality and service. In keeping with these standards we recruit accordingly and are dependent on receipt of references. GSN appreciates your cooperation in completing this form as objectively as you can. Thank you for your help.

TO BE COMPLETED BY APPLICANT

I authorize the company to thoroughly investigate my background, references, employment record, and other matters related to my suitability for employment, without any further notice to me. I further authorize my former employers or any other third party to disclose to the Company all reports and other information related to my suitability for employment. In addition, I hereby release the company and its officers and employees, and any other third party, from any and all claims, demands, and/or liabilities arising out of or related to such investigation or disclosure.

Applicant's Signature & Approval: _____ Date: _____

Applicant's Name (print or type) Last: _____ First: _____ Initial: _____

Social Security #: _____ Position Held: _____

Employment Dates: From _____ To: _____

PLEASE DIRECT THIS REQUEST FOR REFERENCE TO:

Employer's Name: _____ Title: _____

Company: _____ Department: _____

Street: _____

City: _____ State: _____ Zip: _____

Phone Numbers: () _____ () _____

Reason for Leaving: _____

TO BE COMPLETED BY EMPLOYER

Is Above Data Correct? ___Yes ___ No

Is Applicant eligible for Re-Hire? ___Yes ___ No

If no to either of above, why? _____

_____ Check here if you would like us to contact your company regarding our temporary staffing services

Please evaluate Applicant using this scale: 1=Excellent 2=Above Average 3=Average 4=Below Average 5=Poor

Quality of Work (Technical Competence)		Safety	
Quantity of Work (Productivity)		Demonstrates Good Judgment	
Attendance and Punctuality		Accepts Supervision	
Attitude		Ability Self Direct (works without supervision)	
Dependability		Professional conduct	
Cooperation		Initiative	
Ability to Adapt		Professional Appearance	

Comments: _____

Reference Signature: _____ Title/Dept: _____ Date: _____