



**INTERVIEWING CONSULTANTS, INC**  
Employment Reference Authorization

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(To be filled out by ICI Employee or Company HR Representative)

Applicant Name \_\_\_\_\_ SS# \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

Job Title \_\_\_\_\_ Dates of Employment \_\_\_\_\_ to \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone Number \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Staffing Consultant \_\_\_\_\_ Date Verified \_\_\_\_\_

Job Title \_\_\_\_\_ Dates of Employment \_\_\_\_\_ to \_\_\_\_\_ Final Salary \_\_\_\_\_

Responsibilities \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How willing was the employee to take on additional work? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How well did the employee work with others? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attire (circle one):    Very Casual    Business Casual    Professional    Very Professional

Was the employee always dressed appropriately? \_\_\_\_\_ Attendance/Punctuality \_\_\_\_\_

Is employee eligible for rehire? \_\_\_\_\_

Additional Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

.....  
(To be filled out by candidate)

I authorize Interviewing Consultants Inc. to verify my past employment and salary history and release from all liability all persons requesting and supplying information. The information, which I have provided, is true to the best of my knowledge.

\_\_\_\_\_  
Candidate Signature

\_\_\_\_\_  
Date