

## INQUIRY TO PAST EMPLOYERS

To: \_\_\_\_\_ Date \_\_\_\_\_

From: Company \_\_\_\_\_

Name & Title \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Human Resources Manager:

The person named below has applied to this company for employment. Your firm is listed by the applicant as a past employer. Will you kindly reply to this inquiry respecting this applicant? As you will note from the waiver stated below, all liability of you and your company has been released by the applicant. For your convenience in replying by return mail, we have enclosed a stamped self-addressed envelope. Thanking you in advance for your assistance.

Name of applicant: \_\_\_\_\_

Social Security Number \_\_\_\_\_ Job Applied For \_\_\_\_\_

1. This applicant lists dates of employment with your firm from: \_\_\_\_\_ to \_\_\_\_\_. If this is not correct, please indicate the correct dates of employment \_\_\_\_\_

2. What type of work did he/she do for you? (Please be specific) \_\_\_\_\_

3. If employed as a driver, please indicate type of equipment driven, tractor trailer, straight truck, van, etc.

4. Number of Accidents \_\_\_\_\_ Number of Preventable Accidents \_\_\_\_\_

Number of CDL drug/alcohol test taken \_\_\_\_\_ / \_\_\_\_\_ Number shown as positive \_\_\_\_\_ / \_\_\_\_\_

5. To your knowledge, as this person's driving license suspended while in your employ? \_\_\_\_\_

If so, please explain \_\_\_\_\_

6. How would you rate this person's performance? \_\_\_\_\_

7. Why did this employee leave your company? \_\_\_\_\_

8. Would you rehire this person? Please explain; \_\_\_\_\_

By: \_\_\_\_\_ Date \_\_\_\_\_

(Signature of person supplying information)

**Detach here for your files**

\_\_\_\_\_  
(Former Employer) \_\_\_\_\_ Date \_\_\_\_\_

I hereby authorize this company to release all records of employment, including assessments of my job performance, ability, and fitness, to each and every company (or their authorized agents) which may request such information in connection with my application for employment with said company. I hereby release this company from any and all liability of any type as a result of providing the above mentioned information to the above mentioned person.

\_\_\_\_\_  
(Applicant's Signature)

\_\_\_\_\_  
(Witness's Signature)