

**Confidential**

**VERIFICATION OF EMPLOYMENT**

TO (Company): \_\_\_\_\_ DATE: \_\_\_\_\_

APPLICANT'S NAME: \_\_\_\_\_ SS#: \_\_\_\_\_

POSITION APPLIED FOR: \_\_\_\_\_

The person named above has applied to Hale Mahaolu for employment and your name has been given as a reference. Information furnished by you will assist us in our decision and is greatly appreciated.

POSITION HELD (or Relationship to You): \_\_\_\_\_

DATES EMPLOYED (or Acquainted): From: \_\_\_\_\_ To: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_

	<u>Excellent</u>	<u>Good</u>	<u>Average</u>	<u>Poor</u>
Employee Relationships	_____	_____	_____	_____
Attendance	_____	_____	_____	_____
Knowledge of Work	_____	_____	_____	_____
Quality of Work	_____	_____	_____	_____
Quantity of Work	_____	_____	_____	_____
Reliability	_____	_____	_____	_____
Cooperativeness	_____	_____	_____	_____
Attitude	_____	_____	_____	_____
Leadership Ability	_____	_____	_____	_____

REASON FOR LEAVING: \_\_\_\_\_ WOULD YOU RE-EMPLOY? Yes\_\_\_ NO\_\_\_

Is there any other lawful information the company should be aware of when considering this applicant for employment? \_\_\_\_\_

COMMENTS: (Use reverse side, if necessary) \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Thank you for your cooperation.

Sincerely,



Paige Mamuad  
 Human Resources Director  
 Fax: (888) 336-4034 Phone: (808) 872-4112

**RELEASE OF INFORMATION:** I hereby give my permission to Hale Mahaolu to contact any current or former employer (unless otherwise specified) to provide Hale Mahaolu with any information (including fact or opinion) they may have regarding me. I understand that any information released is strictly confidential between the reference and Hale Mahaolu and will not be furnished to anyone else, including myself. I release Hale Mahaolu and all providers of any information from any liability, which may arise as a result of furnishing and receiving this information.

Date: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_