

REQUEST FOR INFORMATION FROM PREVIOUS EMPLOYER

TO: _____

DATE: _____

FROM: M+K, INC.

(Applicant's Name)

The individual named above has made application to this company for a position as: _____ and states that he/she was employed by you as _____ from _____ to _____. Will you please reply to the inquiry below respecting this applicant. Your reply will be held in strict confidence and will in no way involve you in any responsibility. For your convenience in replying by return mail, we have enclosed a stamped self addressed envelope.

What kind(s) of work did the applicant do? _____

	YES	NO
Is the employment record with your company correct as stated above?	_____	_____
Is the applicant competent for the position sought?	_____	_____
Did the applicant drink alcoholic beverages while on duty?	_____	_____
Was the applicant's general conduct satisfactory?	_____	_____
Did the applicant drive motor vehicles for you?	_____	_____
Passenger Car: _____ Straight truck: _____ Tractor- Bus: _____ Other(specify): _____ Semitrailer: _____		
Was the applicant a safe and efficient driver?	_____	_____

Give the dates of vehicle accidents in which he/she was involved: _____

Reason for leaving your employ:

Discharge _____ Laid off _____ Resigned _____

Please rate the Applicant:

	Excellent	Good	Fair	Poor	Very Poor
Quality of work					
Cooperation with others					
Safety habits					
Driving skill					
Attitude					

Remarks: _____

(Date)

(Signature)

(Detach here for your records)

(Name of Former Employer)

M+K, INC.

(Name of Prospective Employer)

You are hereby authorized to give to the Prospective Employer all information regarding my services, character, and conduct while in your employ, and you are released from any and all liability which may result from furnishing such information to the above named company.

(Date)

(Signature)