

**EMPLOYMENT HISTORY / REFERENCE CHECK LOG**

<i>APPLICANT NAME</i>	<i>HCC POSITION SOUGHT</i> (Number and Title)
<i>REFERENT NAME</i>	<i>REFERENT ADDRESS</i>
<i>TELEPHONE</i>	

<i>CHECK TYPE</i> <input type="checkbox"/> Telephonic <input type="checkbox"/> Verbal <input type="checkbox"/> Other (Explain)	<i>CHECK KIND</i> <input type="checkbox"/> Employment History <input type="checkbox"/> Character <input type="checkbox"/> Other (Explain)	<i>RELATIONSHIP OF REFERENT TO APPLICANT</i> <input type="checkbox"/> Supervisor/Mgr <input type="checkbox"/> Acquaintance <input type="checkbox"/> Other (Explain) <input type="checkbox"/> Subordinate <input type="checkbox"/> Friend <input type="checkbox"/> Co-worker <input type="checkbox"/> Professional/Client (Describe)
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FOR MULTIPLE JOBS WITH A SINGLE EMPLOYER, USE REVERSE SIDE.

<i>BEGINNING DATE</i> <input type="checkbox"/> N/A	<i>BEGINNING SALARY</i> <input type="checkbox"/> N/A	<i>TYPE OF WORK PERFORMED</i> (If no title, describe duties.) <input type="checkbox"/> N/A
<i>ENDING DATE</i> <input type="checkbox"/> N/A	<i>ENDING SALARY</i> <input type="checkbox"/> N/A	<i>EMPLOYMENT TYPE</i> <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> N/A

COMPLETE REMAINDER IN ALL CASES

<i>REASON FOR LEAVING</i> <input type="checkbox"/> N/A	<i>ELIGIBLE FOR REHIRE</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
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Policy prohibits telephone reference checks     Policy allows only confirmation of known data

*COMMENTS, NOTES* (Explain any OTHERS marked above.)

<i>PERSON COMPLETING CHECK</i> (Signature & Printed Name)	<i>TITLE</i>	<i>DATE</i>
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**NOTE** Letters of reference submitted by or on behalf of applicant must be verified. Complete a separate LOG for each such reference.

**MULTIPLE JOBS WITH SINGLE EMPLOYER**

<b>JOB 1</b>	<i>BEGINNING DATE</i>	<i>BEGINNING SALARY</i>	<i>TYPE OF WORK PERFORMED (If no title, describe duties.)</i>
	<i>ENDING DATE</i>	<i>ENDING SALARY</i>	
	<i>REASON FOR CHANGING JOB</i>		
<b>JOB 2</b>	<i>BEGINNING DATE</i>	<i>BEGINNING SALARY</i>	<i>TYPE OF WORK PERFORMED (If no title, describe duties.)</i>
	<i>ENDING DATE</i>	<i>ENDING SALARY</i>	
	<i>REASON FOR CHANGING JOB</i>		
<b>JOB 3</b>	<i>BEGINNING DATE</i>	<i>BEGINNING SALARY</i>	<i>TYPE OF WORK PERFORMED (If no title, describe duties.)</i>
	<i>ENDING DATE</i>	<i>ENDING SALARY</i>	
	<i>REASON FOR CHANGING JOB</i>		
<b>JOB 4</b>	<i>BEGINNING DATE</i>	<i>BEGINNING SALARY</i>	<i>TYPE OF WORK PERFORMED (If no title, describe duties.)</i>
	<i>ENDING DATE</i>	<i>ENDING SALARY</i>	
	<i>REASON FOR CHANGING JOB</i>		
<b>JOB 5</b>	<i>BEGINNING DATE</i>	<i>BEGINNING SALARY</i>	<i>TYPE OF WORK PERFORMED (If no title, describe duties.)</i>
	<i>ENDING DATE</i>	<i>ENDING SALARY</i>	
	<i>REASON FOR CHANGING JOB</i>		

*COMMENTS*