

Saunders Staffing, Inc.

- P.O. Box 211, Bluefield, WV 24701
(304) 325-3273 - Fax (304) 325-6817
- 109 Thorn Street, Princeton, WV 24740
(304) 487-0255 - Fax (304) 325-6817
- 422 City Avenue, Beckley, WV 25801
(304) 256-0560 - Fax (304) 325-6817

To assist me in securing employment with Saunders Staffing, Inc., I authorize the employers, companies or persons named herein to give any information regarding my employment or any background that they may have regarding me. I hereby release said employers, companies or persons from all liabilities for any damages, both legal and otherwise for issuing this information.

_____ Signature of Applicant
Date

_____ Please Print Name
Social Security No.

THE FOLLOWING TO BE FILLED OUT BY FORMER EMPLOYER OR REFERENCE:

To: _____

The person named above has applied with Saunders Staffing, Inc. and has stated that he/she was employed by you from _____ to _____. We would appreciate you completing this form and returning it to us at your earliest convenience. You may fax your reply to one of the above offices.

Are the above dates correct? Yes No If not, please supply correct dates: From

_____ To _____

Reason for Separation: _____

Please rate Excellent, Good, Satisfactory or Fair on as many of the following items that you observed:

Quality of Work _____ Knowledge of Subject Area _____

Attendance _____ Enthusiasm _____

Initiative _____ Courteousness _____

Cooperation _____ Adaptability _____

Punctuality _____

Comments:

_____ Title
Signed

_____ Date
Company

