



## Reference Check Authorization Form

I \_\_\_\_\_ hereby authorize *Red O* (the "Company") or any designated officer, employee, agent, or representative to confer with my previous employers. I understand that the Company may ask my references questions about my position title, work experience, achievements, performance, attendance, and if I am eligible for rehire.

I expressly authorize my references to answer such questions.

I understand that any information provided by my references will be used solely for the purpose of determining my acceptability for employment with the Company.

\_\_\_\_\_  
Candidate's Signature

\_\_\_\_\_  
Date



## Reference Checks

### #1

To be completed by candidate:

|                                     |  |
|-------------------------------------|--|
| Company:                            |  |
| Job Title:                          |  |
| Dates of Employment:                |  |
| Duties:                             |  |
| Reference Name &<br>Contact Number: |  |

To be completed by Red O Mgr:

|                       |  |
|-----------------------|--|
| Eligible for Rehire?  |  |
| Job Title & Duties?   |  |
| Performance Issues?   |  |
| Date & Time Verified: |  |

### #2

To be completed by candidate:

|                                     |  |
|-------------------------------------|--|
| Company:                            |  |
| Job Title:                          |  |
| Dates of Employment:                |  |
| Duties:                             |  |
| Reference Name &<br>Contact Number: |  |



**To be completed by Red O Mgr:**

|                       |  |
|-----------------------|--|
| Eligible for Rehire?  |  |
| Job Title & Duties?   |  |
| Performance Issues?   |  |
| Date & Time Verified: |  |