

**Telephone Verification of  
Current/Previous Employment  
on Finalist for Position**

All finalist candidates recommended for employment with Southeastern must have their previous work references checked. It is the responsibility of the Screening Search Committee/Budget Unit Head to check employment references related to work performance, skills, abilities, and work ethics prior to recommending a candidate for employment. It is the responsibility of the Human Resources office to request the criminal background check and motor vehicle driving record, if applicable, upon receiving the recommendation for employment.

**(To Be Completed by Hiring Department)**

**Applicants Name:** \_\_\_\_\_

**Job Title and Department of Position Applied for:** \_\_\_\_\_ / \_\_\_\_\_

<b>(1)</b>		
Name and Job Title of Contact Person w/ Employer _____	Telephone Number _____	
Company/Employer Name _____	Address of Employer _____	
Company Job Title for Applicant _____	To _____ Dates of Employment	Yes _____ No Eligible for Rehire
Do You Recommend for Southeastern Position _____ Yes _____ No		
Comments: _____		
If more space is needed use the back of this sheet		

<b>(2)</b>		
Name and Job Title of Contact Person w/ Employer _____	Telephone Number _____	
Company/Employer Name _____	Address of Employer _____	
Company Job Title for Applicant _____	To _____ Dates of Employment	Yes _____ No Eligible for Rehire
Do You Recommend for Southeastern Position _____ Yes _____ No		
Comments: _____		
If more space is needed use the back of this sheet		

<b>Signature of Southeastern Staff Member who did the two (2) Telephone Verification of Employment Reference Check:</b>		
_____ Southeastern Staff Member	_____ Job Title	_____ Date

<b>Human Resource Office Only:</b>	
Recommended Candidate Criminal Background Check (and MVR if applicable) Completed by:	
Name _____	Date _____
Open Preferred/Dept Preferred Check in HRO Completed By:	
Name _____	Date _____

