

**EMPLOYMENT CHECK**

HUMAN RESOURCES DIVISION/ CHICAGO POLICE DEPARTMENT

**TOP SECTION TO BE FILLED OUT BY BACKGROUND INVESTIGATOR**

DATE OF INTERVIEW - TIME

APPLICANT'S NAME (LAST - FIRST - M.I.)

POSITION APPLIED FOR

EXAM NO.

MAIDEN NAME (IF APPLICABLE)

SOCIAL SECURITY NO.

APPLICANT'S ADDRESS

TELEPHONE NO.

EMPLOYED BY

TYPE OF BUSINESS

ADDRESS OF EMPLOYMENT

TELEPHONE NO.

**THE FOLLOWING SECTION IS TO BE FILLED OUT BY THE EMPLOYER. DO NOT DISCLOSE ANY MEDICAL RELATED INFORMATION.**

POSITION APPLICANT WAS HIRED FOR

DATES OF EMPLOYMENT

FROM

TO

WHAT POSITION DID THE APPLICANT HOLD WHEN HE OR SHE LEFT?

UNDER WHAT CIRCUMSTANCES DID THE APPLICANT LEAVE YOUR EMPLOYMENT

 RESIGNED     RESIGNATION REQUESTED     LAID OFF     DISCHARGED

IF DISCHARGED - CHECK REASON

 ABSENTEEISM TARDINESS INSUBORDINATION DISHONESTY OTHER (SPECIFY IN COMMENTS SECTION BELOW)

WOULD YOU RE-EMPLOY THE APPLICANT?

 YES     NO IF NO, EXPLAIN.

HOW WOULD YOU RATE THE APPLICANT ON THE FOLLOWING (CHECK ONE FOR EACH CATEGORY)?

WORK PERFORMANCE                      EXCELLENT \_\_\_\_\_ GOOD \_\_\_\_\_ FAIR \_\_\_\_\_ POOR \_\_\_\_\_

DEPENDABILITY                              EXCELLENT \_\_\_\_\_ GOOD \_\_\_\_\_ FAIR \_\_\_\_\_ POOR \_\_\_\_\_

PERSONAL RELATIONSHIPS                      EXCELLENT \_\_\_\_\_ GOOD \_\_\_\_\_ FAIR \_\_\_\_\_ POOR \_\_\_\_\_

PERSONAL INTEGRITY                              EXCELLENT \_\_\_\_\_ GOOD \_\_\_\_\_ FAIR \_\_\_\_\_ POOR \_\_\_\_\_

DISCIPLINARY RECORD

 NO YES IF YES, PLEASE EXPLAIN BELOW.

IN THE LAST YEAR OF EMPLOYMENT, HOW MANY TIMES WAS THE APPLICANT:

TARDY (SPECIFY NUMBER OF DAYS)

NUMBER OF DAYS OF ABSENCE WITHOUT PERMISSION?

WHAT PRIOR EMPLOYMENT REFERENCES DID THE APPLICANT LIST ON YOUR APPLICATION FORM?

\* ADDITIONAL INFORMATION, COMMENTS

REPRESENTATIVE'S NAME (PRINT/TYPE)

INVESTIGATOR'S NAME (PRINT/TYPE)

REPRESENTATIVE'S SIGNATURE

INVESTIGATOR'S SIGNATURE