

	<div>Saint Louis University Human Resource Department <b>EMPLOYMENT VERIFICATION FORM</b></div>	<table><tr><td>Document Code</td><td>FM-HRD-007</td></tr><tr><td>Revision No.</td><td>00</td></tr><tr><td>Effectivity</td><td>FEB 01, 2021</td></tr><tr><td>Page</td><td>1 of 2</td></tr></table>	Document Code	FM-HRD-007	Revision No.	00	Effectivity	FEB 01, 2021	Page	1 of 2
Document Code	FM-HRD-007									
Revision No.	00									
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FOR APPLICANT'S USE										
Name of Applicant: Rhea Krizelle Solomon	Position Applied For: Teaching Position - Industrial Engineering	Date: February 13, 2025								
Name of Previous Employer (COMPANY / INSTITUTION): City Gov't of Baguio - CBAO	Address of Past Employer (COMPANY / INSTITUTION): DPS Compound, Baguio City									
Name of Informant / Reference Person: Rustom S. Dayao	Position and Title of Informant / Reference Person: Administrative Officer III									
<div>Undertaking</div> <p>In relation to my application at Saint Louis University, I hereby authorize my present or past employer to disclose any information relevant to my application, which include - but are not limited to - details of employment, results of performance evaluations, character, criminal or police records, and administrative charges filed. It is understood that all information given shall remain CONFIDENTIAL and be used solely for the purpose of assessing my suitability for the position I have applied for.</p> <div> Rhea Krizelle Solomon (Applicant's Signature Over Printed Name)</div>										
FOR SLU-HRD STAFF'S USE										
<p>Dear Sir / Madam:</p> <p>The person indicated above has applied in this institution and has submitted your name as a reference person. As his / her supervisor / head of office, may we verify his / her employment record by asking you to accomplish this form. All responses shall remain <b>STRICTLY CONFIDENTIAL</b>. Please send back this form to us on or before <u>14 February 2025</u> through any of the following means:</p> <ul style="list-style-type: none"><li>to be hand-carried by the applicant himself / herself, in a sealed envelope with your signature across the flap;</li><li>scanned and sent to this e-mail address: <u>lssmejia@slu.edu.ph</u></li></ul> <p>For questions and clarifications, you may contact us at (074) 444-8248 locals 285, 297, and 305.</p> <p>Thank you very much for your assistance.</p> <p>Sincerely yours,</p> <div> <b>LOVELY SHARAE S. MEJIA</b> HR Assistant</div>										
FOR INFORMANT'S USE										
Inclusive Period of Employment:	Position at Hiring:	Employment status at hiring (Contractual, Probationary, Permanent):								
Date of Separation from Service:	Position at Separation:	Employment Status at Separation (Contractual, Probationary, Permanent):								
Main Duties and Responsibilities:										
Mode of Separation (End of Contract, Resignation, Termination, etc.):		Result of Most Recent Performance / Teaching Evaluation (if applicable):								
Would you rehire him/her? Why?										
<p>To be filled in if the applicant is currently employed: If the applicant is considered for hiring here at the University, how soon can he/she be released from your company / institution? Please indicate the date in the box provided:</p> <div></div>										

Please encircle the appropriate rating ranging from 1 (poor) to 6 (excellent)

Competency	Rating						Competency	Rating					
Attendance and punctuality	1	2	3	4	5	6	Integrity	1	2	3	4	5	6
Accuracy	1	2	3	4	5	6	Diligence and Industry	1	2	3	4	5	6
Communication	1	2	3	4	5	6	Temperament	1	2	3	4	5	6
Organization and prioritization	1	2	3	4	5	6	Open-mindedness	1	2	3	4	5	6
Flexibility and ability to manage change	1	2	3	4	5	6	Cooperativeness	1	2	3	4	5	6
Ability to get along well with others	1	2	3	4	5	6	Initiative and responsibility	1	2	3	4	5	6

Are you aware of any domestic, financial, or other problems? If YES, please give details:  

☐ Yes    ☐ No

Have you known of the applicant having problems related to any of the following (Check Yes or No). If YES, please elaborate:  
Dishonesty                      ☐ No ☒ Yes \_\_\_\_\_  
Undesirable vices (ie. gambling) ☐ No ☒ Yes \_\_\_\_\_  
Destructive behavior            ☐ No ☒ Yes \_\_\_\_\_  
Undesirable associates         ☐ No ☒ Yes \_\_\_\_\_

Could you give us your brief opinion of the applicant’s character, personal habits, and ability?

Could you describe the applicant’s morals, work habits and attitude, relationship with authority figures, peers, and customers/clients, etc.:

Was the applicant ever formally or legally charged? If YES, please give details:  

☐ Yes    ☐ No

Was the applicant ever found guilty of any administrative offense? If YES, please give details:  

☐ Yes    ☐ No

Was the applicant cleared of all liabilities? If NOT, please give details:  

☐ Yes    ☐ No

Other than the above replies, can you give us information that would be helpful in our consideration of this applicant?

Printed Name and Signature of Informant:

Date Accomplished:

Thank you very much for the assistance!