

	ENTERPRISE CORE SERVICES FORMS	Date Effective October 19, 2017
DEPARTMENT:{{department}}	TITLE	FM_HRD_AHI_007.0
SECTION:RECRUITMENT	Background Investigation Form	Page 1 of 2

Name Rommel Lozada
Position Applied for: {{position}}
Date: October 19, 2017

BACKGROUND INVESTIGATION

Company {{company_name}}
Candidate: {{department}}
Department: {{department}}
Reference Person: October 19, 2017
Position: {{position}}

PREVIOUS WORK RELATED INFORMATION

Position {{\$row->position}}
Employment Status: {{department}}
Date Hired: {{department}}
Date Resigned: {{date}}
Reason for Leaving: {{position}}

1. Did s/he handle cash or important matter during his/her stay in the company?

___ Yes

___ No

If yes, was s/he able to handle it properly?

2. Was s/he involved in any disciplinary action?

___ Yes

___ No

3. Did s/he suffer from any illness?

___ Yes

___ No

PREVIOUS WORK RELATED INFORMATION

4. How would you describe his/her attendance record?

5. How would you rate his/her sense of integrity, trustworthiness and honesty?

___ High

___ Average

___ Low

Why?

6. How would you describe his/her work performance in terms of quality of output & timeliness of result?

ATTITUDE TOWARDS SUBORDINATES

7. How would you describe his/her relationship with subordinates/co-employees?

ATTITUDE TOWARDS COMPANY

8. Is your company unionized?

___ Yes

___ No

9. What are some his/her significant contributions to your company?

10. To your knowledge, has this person ever been charged administratively or criminally for any offense?

☐ Yes

☐ No

11. Was s/he cleared of accountability after resignation/termination?

☐ Yes

☐ No

12. Would you recommend him/her for hiring? why?

☐ Yes

☐ No