

ENTERPRISE CORE SERVICES FORMS

Date Effective MARCH 01, 2013

DEPARTMENT: Human Resources TITLE **Background Investigation Form** FM_HRD_AHI_007.0

SECTION: RECRUITMENT

Name

Tirso Garcia

Position Applied for: ACCOUNTING MANAGER Date: November 07, 2017

PRE	EVIOUS WORK RELAT	ED INFORMATION				
Company Department		thinkpadd				
		department				
Refe	erence Person					
Position						
Emp	oloyment Status:					
Date Hired: Date Resigned:		Nov 23 2017				
		Nov 15 2017				
Reas	son for Leaving:					
1. [Did s/he handle cash o	r important matter d	uring his/her stay in the company?			
	X	Yes	No			
	lf yes, was s properly? <u>as</u>	s/he able to handle it sdf				
2. \	Was s/he involved in ar	ny disciplinary action	?			
	X	Yes	No			
3. [Did s/he suffer from an	y illnes?				
		Yes	<u>x</u> No			
PRE	EVIOUS WORK RELAT	ED INFORMATION				
4. ł	How would you describ asdf	e his/her attendance	record?			
5. I	How would you rate his	s/her sense of integri	ty, trustwothiness and honestly? Average Low			
	Why?					
6. I	How would you describe his/her work performance in terms of quality of output & timeliness of result?					
ATT	TITUDE TOWARDS SU	BORDINATES				
7 L	How would you describ	oo his/hor rolationshir	o with subordinates/co-employees?			
/. I	now would you describ	c majner relationsing	o with Suborullutes/co-employees:			

No

ATTITUDE TOWARDS COMPANY

x Yes

8.	ls	your	company	unior	nized?
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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	<u>x</u> No					
11. Wa s/he cleared of accountability after resignation/termination?						
<u>x</u> Yes	No					
12. Would you recommend him/her for hiring? why?						
<u>x</u> Yes	No					