

## **ENTERPRISE CORE SERVICES FORMS**

Date Effective MARCH 01, 2013

TITLE FM HRD AHI 007.0 **Background Investigation Form** 

Janet Vicedo Name

ACCOUNTING ASSISTANT Position Applied for: Date: November 15, 2017

PREVIOUS W	ORK RELAT	ED INFORMATION	ON					
Company		ABC Corp						
Department		Accounting	·					
Reference Per	son	JR Arevalo						
Position		Accounting As	Accounting Assistant					
Employment S	Status:	Regular	Regular					
Date Hired:		Jun 17 2014						
Date Resigned	d:	Sep 19 2017						
Reason for Leaving:		Career Growth	Career Growth					
1. Did s/he ha	andle cash o	r important matte	er during h	is/her stay i	n the company	?		
	X	Yes			No			
	=	s/he able to handl dfsafdasfdfdsafao						
2. Was s/he i	nvolved in a	ny disciplinary ac	tion?					
		Yes			_x_ No			
3. Did s/he su	uffer from an	y illnes?						
	X				No	)		
PREVIOUS W	ORK RELAT	ED INFORMATION	ON					
4 How would	d vou describ	e his/her attenda	nce record	17				
	fdsfdasfdas							
5. How would	d you rate his High Why? fdasfdasfds		egrity, trus		and honestly?	_	Low	
6. How would	d you describ fdfadsfdsafd	e his/her work pe dsa	erformance	e in terms of	quality of outp	out & time	liness of res	ult?
ATTITUDE TO	OWARDS SU	IBORDINATES						

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

## **ATTITUDE TOWARDS COMPANY**

8.	is your	company	unionized?
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\_x\_ Yes

No

9. What are some his/her significant contributions to your company?  ffdfdasfdasfdasfdasfads					
IIUIUdSIUdS	104510451405				
10. To your knowledge, has this person ever been charged administratively or criminally for any offense?					
Yes No					
11. Wa s/he cleared of ac	countability after resignation/tern	nination?			
X	Yes	No			
12. Would you recommer	nd him/her for hiring? why?				
X	Yes	No			
Company	123 Inc.				
Department	Accounting				
Reference Person	Jun Velasco				
Position	Accounting Clerk				
Employment Status:	Regular				
Date Hired:	Jan 02 2013				
Date Resigned:	Nov 26 2013				
Reason for Leaving:	fdfdasfdsa				
1. Did s/he handle cash o	or important matter during his/her	stay in the company?			
X	Yes	No			
	s/he able to handle it				
properly? <u>fc</u>	<u>dsadfsafdsadfa</u>				
2. Was s/he involved in a	ny disciplinary action?				
_ X	Yes	No			
3. Did s/he suffer from ar	ny illnes?				
_ X _		No			
PREVIOUS WORK RELAT	IED INFORMATION				
4. How would you describ	oe his/her attendance record?				
fdsafdsadsf	f				
F. How would you rate hi	s/her sense of integrity, trustwoth	inoss and honostly?			
J. How would you rate in	= -				
111911	Averag	<u> </u>			
Why?					
fdsfdsafdas	3				
6 How would you docari	as his/har work norformanss in tar	rms of quality of output & timeliness of result?			
fdasdfas	be his/her work performance in ter	ins of quality of output & timeliness of result?			
ludSuldS					
ATTITUDE TOWARDS SU	JBORDINATES				
7 How would you describ	oe his/her relationship with subord	inates/co-employees?			
fdsadfsa	se ma, nei reiderenamp men adaera	mates, es employees.			
rasaarsa					
ATTITUDE TOWARDS CO	OMPANY				
8. Is your company union	nized?				
_ X_	Yes	No			
	163	110			
	r significant contributions to your o	<del></del>			

fdsafdsfdsa

10.	. To your knowledge, has this person ever been charged administratively or criminally for any offense?				
	X	Yes		No	
11.	Wa s/he cleared of acc	ountability after resignation/termination?			
	X	Yes		No	
12.	Would you recommend	I him/her for hiring? why?			
	X	Yes		No	