

 <b>Abraham Holdings, Inc.</b>		<b>ENTERPRISE CORE SERVICES FORMS</b>	Date Effective <b>MARCH 01, 2013</b>
DEPARTMENT:Accounting	TITLE		FM_HRD_AHI_007.0
SECTION:RECRUITMENT	Background Investigation Form		

Name Janet Vicedo  
 Position Applied for: ACCOUNTING ASSISTANT  
 Date: November 15, 2017

#### PREVIOUS WORK RELATED INFORMATION

Company ABC Corp  
 Department Accounting  
 Reference Person JR Arevalo  
 Position Accounting Assistant  
 Employment Status: Regular  
 Date Hired: Jun 17 2014  
 Date Resigned: Sep 19 2017  
 Reason for Leaving: Career Growth

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? fddfsafdasfdafadsfdas

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?

fdsfdasfdasafdsdafs

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

☐ High ☒ Average ☐ Low

Why?

fdasfdasfdasfdas

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

fdfadsfdasfdas

#### ATTITUDE TOWARDS SUBORDINATES

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

fdsfdasfdasfdas

#### ATTITUDE TOWARDS COMPANY

8. Is your company unionized?

☒ Yes ☐ No

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

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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

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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:	fdfdasfadsa

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? fdsadfsafdsadfa

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

☒ Yes

☐ No

3. Did s/he suffer from any illness?

☒ Yes

☐ No

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