

 Abraham Holdings, Inc.		ENTERPRISE CORE SERVICES FORMS	Date Effective MARCH 01, 2013
DEPARTMENT:Accounting	TITLE		FM_HRD_AHI_007.0
SECTION:RECRUITMENT	Background Investigation Form		Page 1 of 2

Name: Juan Dela Cruz
 Position Applied for: ACCOUNTING CLERK
 Date: October 25, 2017

PREVIOUS WORK RELATED INFORMATION

Company: Company ABC
 Department: Accounting
 Reference Person: Mark Aquino
 Position: Accounting Staff
 Employment Status: Regular
 Date Hired: Jul 16 2014
 Date Resigned: Sep 29 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? gfdgffggf

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?

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

☐ High ☒ Average ☐ Low

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

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ATTITUDE TOWARDS SUBORDINATES

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

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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