

 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		

Name: Juan Dela Cruz
 Position Applied for: ACCOUNTING ASSISTANT
 Date: November 09, 2017

PREVIOUS WORK RELATED INFORMATION

Company: abc
 Department: accounting
 Reference Person: dennis alfonso
 Position: accounting clerk
 Employment Status: regular
 Date Hired: Jun 16 2010
 Date Resigned: Oct 17 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?

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?

good

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

☐ High
 ☒ Average
 ☐ Low

Why?

fdjsljdsljk;fdslk;dfs

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

good

ATTITUDE TOWARDS SUBORDINATES

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

average

ATTITUDE TOWARDS COMPANY

8. Is your company unionized?

☐ Yes
 ☒ No

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

jdfslkjsadflfjdaskadsf

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

___ Yes x No

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

 x Yes ___ No

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

 x Yes ___ No

Company	dasdsasda
Department	sdadsadsa
Reference Person	dasdsa
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Company

Department

Reference Person

Position saddsa

Employment Status: dsadsadasdsa

Date Hired: Nov 30 -0001

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