

ENTERPRISE CORE SERVICES FORMS

Date Effective MARCH 01, 2013

TITLE

FM_HRD_AHI_007.0

Background Investigation Form

Juan Dela Cruz Name

Position Applied for: ACCOUNTING ASSISTANT Date: November 09, 2017

PRE	vious w	ORK REI	.ATED	INFORM	ATION								
Company			abc										
	artment			accountin	g								
-	rence Pers	son		dennis alf	_								
Posit				accountin									
Emp	loyment S	tatus:		regular	,								
-	Hired:			Jun 16 20	10								
Date	Resigned	l:	-	Oct 17 20									
Reas	on for Lea	aving:		carreer growth									
1. D	oid s/he ha	andle cas	h or im	portant n	natter d	uring l	his/her stay i	n the cor	mpany?				
			Yes	;				X	No				
		If yes, wa		able to h	andle it								
2. V	Vas s/he ir	nvolved i	n any c	lisciplinar	y action	?							
			Yes	5				X	No				
3. D	oid s/he su	iffer from	any ill	nes?									
			-	es					_ No				
PRE	VIOUS W	ORK REI	.ATED	INFORM	ATION								
4. H	low would	you des	cribe h	is/her atte	endance	recor	rd?						
5. H	low would	you rate	his/he	r sense o	f integri	ty, tru	stwothiness	and hone	estly?				
		н	igh			X	Average				Low		
		Why? fdjsljdsljl	c;fdslk;	dfs									
6. H		you dese	ribe h	is/her wor	k perfo	rmanc	e in terms of	f quality (of output	& timel	liness of	f result?	
ATTI	ITUDE TO	WARDS	SUBO	RDINATE	S								
7. H	low would	vou des	ribe h	is/her rela	ntionshir	o with	subordinates	s/co-emp	lovees?				
		average							,				

<u>x</u> No

ATTITUDE TOWARDS COMPANY

8	. !	S	your	company	unionized?	

___ Yes

9. What are some his/her significant contributions to your company?							
jdfslkjsadflf	jdaskadsf						
10. To your knowledge, h		d administratively or criminally for any offense?					
	Yes	<u>x</u> No					
11. Wa s/he cleared of ac	countability after resignation/ter	mination?					
X		No					
12. Would you recommer	nd him/her for hiring? why?						
X	Yes	No					
Company	dasdsasda						
Department	sdadsadsa						
Reference Person	dasdsa						
Position	accounting clerk						
Employment Status:	regular						
Date Hired:	Jun 16 2010						
Date Resigned:	Oct 17 2017						
Reason for Leaving:	carreer growth						
1 Did s/ho handla sash o	r important matter during his/he	r stay in the company?					
1. Did s/fie fidfidie Cash d	r important matter during his/he						
	Yes	<u>x</u> No					
If yes, was sproperly?	s/he able to handle it						
2. Was s/he involved in a	ny disciplinary action?						
2. Was sine involved in a	Yes	x No					
3. Did s/he suffer from ar							
X	-	No					
	163						
PREVIOUS WORK RELAT	TED INFORMATION						
4. How would you describ	oe his/her attendance record?						
good							
	s/her sense of integrity, trustwot	·					
High	<u>x</u> Ave	rage Low					
Why?							
fdjsljdsljk;fo	dslk;dfs						
		erms of quality of output & timeliness of result?					
good							
ATTITUDE TOWARDS SU	JBORDINATES						
		disable des constantes 2					
-	be his/her relationship with subor	dinates/co-employees?					
average							
ATTITUDE TOWARDS CO	DMPANY						
8. Is your company union	ized?						
_	Yes	<u>x</u> No					
9. What are some his/her jdfslkjsadflf	significant contributions to your	company?					

10. To your knowle	dge, has this person ever b	peen charged administratively or criminally for any offense?
	Yes	<u>x</u> No
11. Wa s/he cleared	d of accountability after res	signation/termination?
	x Yes	No
12. Would you reco	mmend him/her for hiring?	? why?
	x Yes	No
Company		
Department Reference Person		
Position	saddsa	
Employment Status:		
Date Hired:	Nov 30 -0001	
Date Resigned:	Nov 30 -0001	
Reason for Leaving:		
1. Did s/he handle	cash or important matter d	luring his/her stay in the company?
-	x Yes	No
If yes prope	, was s/he able to handle it rly?	:
2 Was s/he involve	ed in any disciplinary action	1?
2. ************************************	<u>x</u> Yes	No
3. Did s/he suffer fr		
3. Dia 3/He sairei II	x Yes	No
	<u></u>	
PREVIOUS WORK	RELATED INFORMATION	
4. How would you o	describe his/her attendance	e record?
5 How would you r	rate his/her sense of integr	ity, trustwothiness and honestly?
5. How would your	High	Average Low
	Tilgii	
Why?		
6. How would you o	describe his/her work perfo	rmance in terms of quality of output & timeliness of result?
ATTITUDE TOWAR	DS SUBORDINATES	
7. How would you o	describe his/her relationshi	p with subordinates/co-employees?
·		
ATTITUDE TOWAR	DS COMPANY	
8. Is your company	unionized?	
, - 1	_x_ Yes	No
		_
9. What are some h	nis/her significant contribut	ions to your company?
10. To your knowle	dge, has this person ever b	peen charged administratively or criminally for any offense?
	x Yes	No

11. W	11. Wa s/he cleared of accountability after resignation/termination?					
	X	Yes		No		
12. V	ould you recommend	him/her for hiring? why?				
	X	Yes		No		