

This is only a SAMPLE employment reference background check



InstantCriminalChecks.comTM
Employment Screening by Screening Intelligence LLC

PERSON SCREENED

Name:	Jane Test	Order Number:	691112
Date of Birth:	**/**/****	Order Date:	01/05/2016
SS#:	***_**_****	Completed:	01/07/2016
Former/Maiden Name:	Jones	Applicant ID:	20160105005

Employment Reference Background Check Details

Complete

Reference Name:	Jane Test
Reference Phone Number:	617.xxx.xxxx
Reference Provider State:	MA
Comments:	The reference contact has answered some or all reference questions.

Employment Reference Background Check Questions and Answers

Reference Questions	Reference Answers
How many years/months have you known the applicant?	7 years
What type of job and duties did the applicant have?	Senior Data Manager
Does the applicant carry tasks through to completion?	Yes
In your opinion, what is the applicants' greatest strength?	Very Good Communication Skills
What could the applicant have done to improve his/her job performance?	Could not think of anything
How did the applicant show initiative or job leadership?	Great at Delegating
Is the applicant dependable?	Yes
How did the applicant get along with coworkers?	Very well
In your experience, has the applicant ever shown a propensity for workplace violence or dishonesty?	No
In your opinion, do you think the applicant should be eligible for rehire?	Yes

Employment Reference Background Check Call History

Call History:

1/5/2016 4:10:16 PM	SD: In Progress; NR Order Received. Validating Contact Information
1/6/2016 12:23:34 PM	MD: IN PROGRESS; MD: [617-xxx-xxxx]; called 617-xxx-xxxx number goes straight to contact, l/m in v/m with app's info to call back for professional reference 1st attempt.
1/7/2016 10:05:21 AM	MD: Complete; MD: [617-xxx-xxxx] called 617-xxx-xxxx

Status: COMPLETE

-- End of Employment Reference Background Check Sample --

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