

St. Mary's Home for Boys
 16535 SW Tualatin Valley Highway
 Beaverton, OR 97003-5143
 503-649-5651
www.stmaryshomeforboys.org

EMPLOYMENT VERIFICATION

This section to be completed by applicant:

THE UNDERSIGNED, having applied for a position with St. Mary's, does hereby authorize you to provide them with all the information requested. I specifically consent to disclose in accordance with the provisions of all applicable federal and state laws.

Name: _____ Signature: _____

Date: _____ Social Security #: **XXX - XX -** _____
Please call if entire number is required for verification

Other names used: _____

This section to be completed by St. Mary's Human Resources Manager:

The above named applicant has indicated that he/she was employed by your agency/company. We would appreciate your answering the following questions. This information will be kept confidential. If you have any questions, please call the Human Resources Manager. Thank you for your response.

COMPANY/AGENCY: _____ POSITION HELD: _____

DATES OF EMPLOYMENT:

From: _____ To: _____
Month Year Month Year

EMPLOYMENT VERIFICATION: This section to be completed by previous employer:

Is the above information correct? YES NO Would you rehire? YES NO

If not, give correct dates:

From: _____ To: _____
Month Year Month Year

EVALUATION:	Above Average	Average	Below Average
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Job Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Team Player	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to Set Limits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

REASON FOR LEAVING: _____

COMMENTS: _____

COMPLETED BY:

Signature _____ Title _____ Date _____