



Background Check Form

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 Department: Human Resource

Name of Candidate		Position Applied For	
Age		Date	

EMPLOYMENT VERIFICATION CHECK:

(This is to check and validate if the information indicated in the resume is true and correct)

Employer Information:

Name of Interviewee	
Position	
Department	
Company Name	

Questions to Ask:

Did he/she work in this company?	(please check) <input type="radio"/> Yes <input type="radio"/> No (if NO, do not pursue anymore application of the said candidate.)
What was his/her last position held?	
What particular department he/she was assigned?	
Was he/she medically and physically fit for the position in your company?	(please check) <input type="radio"/> Yes <input type="radio"/> No If no, why?
How long did he/she work in your company?	
What can you say about him/her as an employee of your company?	
Can you please let me know how much was he/she receiving in your company?	
Was he/she given any disciplinary action(s) in your company?	(please check) <input type="radio"/> Yes <input type="radio"/> No (If yes, what was the DA given to him/her):
Why and when did he/she resign from your company?	
Will you re-hire him/her if given the chance and opportunity?	(please check) <input type="radio"/> Yes <input type="radio"/> No Why? If there's vacant position

Conducted by (HR Recruitment):	
Signature	
Date	