

Employment Inquiry Form

This **employment inquiry form** sample is designed to collect comprehensive information for conducting thorough background checks. It ensures accurate verification of a candidate's work history and qualifications. Utilizing this form streamlines the hiring process and enhances decision-making.

1. Personal Information

Full Name

Date of Birth

Social Security Number (last 4 digits)

Phone Number

Email Address

Current Address

2. Employment History

(Start with the most recent employer. Add additional sheets as necessary.) **Employer Name**

Employer Address

Supervisor's Name & Title

Contact Number

Position Held

Salary

Dates of Employment

Primary Duties

Reason for Leaving

May we contact this employer?

Please select

3. Education Verification

Institution Name

Degree/Certification

Completion Date

 MM/YYYY

Institution Contact Information

4. Professional References

Reference Name

Relationship

Contact Number

Email Address

5. Background Check Authorization

By signing below, I authorize the company to verify all information provided and conduct background checks as required.

Signature

Date

Submit

