

# Goodwill

Industries of Greater Detroit



I understand that employment offers by Goodwill Industries of Greater Detroit are based upon acceptable prior employment references. \_\_\_\_\_

Initials

DATE: \_\_\_\_\_

TO: \_\_\_\_\_

FROM: **Cheryl Shewach, Human Resource Generalist**

SUBJECT: **Employment Reference Check**

I \_\_\_\_\_, Hereby authorize you to provide the following  
Name and Social Security Number

Information to Goodwill Industries of Greater Detroit.

\_\_\_\_\_  
Applicant's Signature

## (To be completed by previous Employer)

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Name: \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Position: \_\_\_\_\_

Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Were performance objectives met? \_\_\_\_\_

Interpersonal Skills: Excellent \_\_\_\_\_ Average \_\_\_\_\_ Poor \_\_\_\_\_

Punctuality: Excellent \_\_\_\_\_ Average \_\_\_\_\_ Poor \_\_\_\_\_

Attendance: Excellent \_\_\_\_\_ Average \_\_\_\_\_ Poor \_\_\_\_\_

Job Performance: Excellent \_\_\_\_\_ Average \_\_\_\_\_ Poor \_\_\_\_\_

Would you re-hire? Yes \_\_\_\_\_ NO \_\_\_\_\_ If not, Please explain.  
\_\_\_\_\_  
\_\_\_\_\_

If you have any questions regarding this request, Please contact me at (313) 964-3900 EXT. 331

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

3111 Grand River Avenue • Detroit, MI 48208-2962 • Phone: (313) 964-3900 • Fax (313) 964-3972

Goodwill Industries of Greater Detroit provides people who have disabilities and other barriers to employment with opportunities To become independent, self-supporting citizens through training, work experience and employment in the community.