City of Corpus Christi
Human Resources Department
1201 Leopard Street, 2nd Floor, 78401
361-826-3300, FAX 361-826-3322

# Employment Reference Check

11/2010

Applicant Name: _____ _____ _____
Last First Initial

Position Applied For: _____Department:_____

I voluntarily authorize and request, former and/or current employer(s) contacted by the City of Corpus Christi to furnish requested information as described below. I release and discharge the City of Corpus Christi and it's agents from all claims, demands, actions liabilities, and damages related to the investigation of my background. I further release and discharge all individuals, organizations, and their agents from all claims, demands, actions, liabilities, and damages for providing and/or confirming information about me in response to the City of Corpus Christi's investigation which may include, but is not limited to, the below requested information.

_____ _____
Applicant Signature Date

*If applicant is/was a city employee:*

**City Employee ID #:_____ Current ☐ or Former City Employee ☐**

**Title: _____ Department: _____**

**Hire Date:_____ Term Date: _____ Eligible for Rehire: Yes☐ or No☐**

**Was HR Personnel folder reviewed? Yes☐ No☐**

**Internal Reference Completed by: _____ _____ _____**
**Print Name Signature Date**

**Title: _____**

**Previous Employer: _____**

**Name and Title of person providing reference: _____**

**Dates of Employment: _____ to _____ Position Title: _____**

**Position Responsibilities: _____**

**Overall Job Performance: _____**

**Eligible for Rehire: Yes☐ or No☐ *if no, please state reason*:_____**

**Reason for Leaving: _____**

**Comments: _____**

**External Reference Completed by: _____ _____ _____**
**Print Name Signature Date**

**Title: _____**