



**K-State Student Union
Applicant Reference Information Form**



Applicant's Name

Applicant's Signature

Date

I give K-State Student Union permission to obtain the references necessary to make a hiring decision and hold persons giving references free from any and all liability resulting from this process. I waive any provision impeding the release of this information and agree to provide any information necessary for the release of this information beyond that provided on my employment application, résumé, and reference verification form. I confirm that the information I give below is accurate to the best of my knowledge.

Are you related to any current Union employee, in any way, including blood, marriage, adoption? No Yes

If yes, who? _____

MOST RECENT EMPLOYER

Company

Job Title

Reason for Leaving

Dates of employment: _____

Were you ever counseled about attendance or tardiness? Yes No If yes, how often? _____

Did you have a performance review? Yes No What comments did your supervisor make at that time?

Did you resign? Yes No Laid-off? Yes No Fired? Yes No Eligible for rehire? Yes No

Were you asked to resign? Yes No Were you ever disciplined on the job? Yes No If yes, explain:

SECOND MOST RECENT EMPLOYER

Company

Job Title

Reason for Leaving

Dates of employment: _____

Were you ever counseled about attendance or tardiness? Yes No If yes, how often? _____

Did you have a performance review? Yes No What comments did your supervisor make at that time?

Did you resign? Yes No Laid-off? Yes No Fired? Yes No Eligible for rehire? Yes No

Were you asked to resign? Yes No Were you ever disciplined on the job? Yes No If yes, explain: