



**QUEENS COLLEGE**  
Office of Human Resources

Dear Employer:

The person named below is under consideration for appointment to a position of \_\_\_\_\_  
\_\_\_\_\_ with our organization.

Name \_\_\_\_\_, also known as \_\_\_\_\_  
Employed by your organization from \_\_\_\_\_ to \_\_\_\_\_ in the position of \_\_\_\_\_

We should appreciate your furnishing the information requested on both sides of this form concerning this person. The information that you furnished will be used only for the purposes of determining and verifying the person's eligibility for employment.

Your cooperation and prompt reply will assist us in our efforts to secure competent public employees of good character for the City University of New York.

Additional remarks may be placed on the reverse side of this letter. Thank you.

\_\_\_\_\_  
(College Representative) (Title)

**I HEREBY AUTHORIZE YOU TO RELEASE THE REQUESTED INFORMATION PERTAINING TO MY EMPLOYMENT.**

\_\_\_\_\_  
(Name) (Signature and Date)

Person employed as \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ Full Time \_\_\_ Part Time \_\_\_  
Number of hours worked per week \_\_\_\_\_ at \$ \_\_\_\_\_ per \_\_\_\_\_.  
Was work performance satisfactory? (Y/N) \_\_\_\_\_. If no, explain \_\_\_\_\_

Which word best describes the person's attendance record?  
Poor \_\_\_ Fair \_\_\_ Average \_\_\_ Good \_\_\_ Excellent \_\_\_

Which word best describes the person's punctuality?  
Poor \_\_\_ Fair \_\_\_ Average \_\_\_ Good \_\_\_ Excellent \_\_\_

Was the person asked to resign or the subject of disciplinary action?  
(Y/N) \_\_\_\_\_ If yes, explain \_\_\_\_\_

Would you re-employ? (Y/N) If no, explain \_\_\_\_\_

Other remarks \_\_\_\_\_

\_\_\_\_\_  
(Employer Representative) (Date)  
(Name and Title)