



Pinellas County Emergency Communications
9-1-1 Calltaker
Reference Check Instructions

Dear Applicant,

We need your permission to contact previous employers and find out how you've performed in other jobs. Please read and sign the Employment Verification Release letter. This will allow your employers to answer questions about your work history.

You will also need to fill in the employer (company) names, dates you worked for them, the names of your immediate supervisor or other contact persons and phone numbers for your last 3 employers on the Pre-Employment Reference Check sheet. These are the employers we will contact if you make it to the last phase of the hiring process and are one of the final few we're considering for a position.

If you have previous performance reviews, progress reports, letters of recommendation, or other documents supporting your work performance history, please bring them with you to the workshop.

Thanks!

Jeff Pearson, Training Supervisor
Pinellas County Emergency Communications
9-1-1 Division



Pinellas County Emergency Communications, 9-1-1 Division Employment Verification Release Letter

To Whom It May Concern:

I am being considered by Pinellas County Emergency Communications, 9-1-1 Division in Clearwater, Florida for the position of Emergency Communications Calltaker.

This letter authorizes you to release any and all information concerning my employment with your, about which Pinellas County Emergency Communications/911 may inquire. I have reviewed the questions they intend to ask and have no objections to them.

Signature _____ Date _____

Print Name _____

****FOR OFFICE USE ONLY****

Reference Check performed by: _____

Date: _____

Emergency Communications 9-1-1 Calltaker Pre-Employment Reference Check

Applicant: _____ Workshop Date: _____

Employer: _____

Employment Dates: _____

Contact Person: _____ Phone number _____

	<u>Yes</u>	<u>No</u>
Was the applicant employed there?	_____	_____
Was applicant's work quality acceptable?	_____	_____
Did applicant have any personality conflicts with peers, supervisors or subordinates?	_____	_____
Did applicant have any attendance problems?	_____	_____
Did applicant have any disciplinary problems?	_____	_____

Employer: _____

Employment Dates: _____

Contact Person: _____ Phone number _____

	<u>Yes</u>	<u>No</u>
Was the applicant employed there?	_____	_____
Was applicant's work quality acceptable?	_____	_____
Did applicant have any personality conflicts with peers, supervisors or subordinates?	_____	_____
Did applicant have any attendance problems?	_____	_____
Did applicant have any disciplinary problems?	_____	_____

Employer: _____

Employment Dates: _____

Contact Person: _____ Phone number _____

	<u>Yes</u>	<u>No</u>
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Was applicant's work quality acceptable?	_____	_____
Did applicant have any personality conflicts with peers, supervisors or subordinates?	_____	_____
Did applicant have any attendance problems?	_____	_____
Did applicant have any disciplinary problems?	_____	_____