



Previous Employment Verification/ Reference Form

Name: _____

To Named Reference:

The applicant named above is being considered for employment as a _____
with J P Systems, Inc. The applicant has listed you as a reference and claims to have been employed by
you as a _____ from _____
(Job Title) (Date)
to _____ .
(Date)

In order to be considered for employment the applicant is required to obtain a reference from you. Without the information requested below we cannot consider the applicant for employment. Please complete the information requested below and email or mail this form back to us as soon as possible at:

J P Systems, Inc. erin.regonini@jpsys.com

**7419 Kincheloe Rd
Clifton, VA 20124
1 703 815-0900**

We will only use this information to evaluate the applicant for employment and will not release the information to any third party unless required to do so via subpoena or court order. If you have any questions please do not hesitate to contact me at the above number or email. Thank you.

Erin Regonini
HR Manager

Applicant's Authorization:

I hereby authorize the addressed individual, company, or institution to furnish J P Systems, Inc. with any information it may have concerning me which is on record or otherwise, and do hereby release the addressed individual, company, or institution and all individuals connected therewith, including the company to which I am applying, from any and all liability for any damage whatsoever incurred in furnishing and disclosing any information relating to my employment with the addressed individual, company, or institution. This simply means that I will not sue the addressed individual, company or institution for disclosing any requested information concerning my previous employment.

Witness

Applicant's Printed Name

Date

Applicant's Signature

Date

Information Requested:

Dates of Employment _____ to _____

Position: _____

Starting Compensation _____ Ending Compensation _____

Reason for Leaving _____

Any disciplinary action? YES _ NO ____

If yes, please summarize: _____

Would you rehire? YES __ NO __ If no, why not? _____

Any attendance issues? YES _ NO ____ If yes, please describe: _____

Name of Person Completing Form

Title