

## City of Garden City

100 Central Avenue \* Garden City, Georgia 31405 \* FAX 912-966-7792  
PREVIOUS EMPLOYMENT REFERENCE RELEASE FORM

TO: \_\_\_\_\_  
(The previous employer you are giving for an employment reference)

Address \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Department/Supervisor: \_\_\_\_\_

I, \_\_\_\_\_ have made application  
for employment with the City of Garden City, and authorize the release of information related to  
my previous employment with your company with my signature below.

Signature \_\_\_\_\_

Date \_\_\_\_\_ (Applicant do not write below this line.)

Employer please verify: Dates of employment: from \_\_\_\_\_ to \_\_\_\_\_; Job title at  
time of termination \_\_\_\_\_

| Factors Rated        | Excellent | Good | Average | Below<br>Average |
|----------------------|-----------|------|---------|------------------|
| Work Ethic           |           |      |         |                  |
| Attendance           |           |      |         |                  |
| Quality of Work      |           |      |         |                  |
| Motivation           |           |      |         |                  |
| Attitude/Personality |           |      |         |                  |
| Team Oriented        |           |      |         |                  |
| Dependability        |           |      |         |                  |
| Overall Competency   |           |      |         |                  |
| Supervisory Skills   |           |      |         |                  |
| Other:               |           |      |         |                  |

Would you rehire the applicant? \_\_\_\_\_ Yes, without reservation; \_\_\_\_\_ Maybe  
depending upon circumstances; \_\_\_\_\_ No, not eligible for rehire due to company policies.

Completed by: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_