



**REQUEST FOR INFORMATION FROM PREVIOUS EMPLOYER**

From: **DRIVE STAR SHUTTLE SYSTEMS INC. 1479 SKELGAS ROAD STREATOR, IL 61364**

To: \_\_\_\_\_ Date: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

\_\_\_\_\_ has made application to this company for a position as \_\_\_\_\_

and states that he/she was employed by you as \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.

Will you please reply to the inquiry below respecting this applicant? Your reply will be held in strict confidence and will in no way involve you in any responsibility. For your convenience in replying by return mail, we have enclosed a stamped self-addressed envelope.

Very Truly Yours,  
Safety Department

1. Is the employment record with your company correct as stated above? \_\_\_\_\_

2. What kind(s) of work did the applicant do? \_\_\_\_\_

3. Did the applicant drive motor vehicles for you? Passenger car \_\_\_\_\_ Straight Truck \_\_\_\_\_ Bus \_\_\_\_\_

Tractor-Semi trailer \_\_\_\_\_ Other (specify) \_\_\_\_\_

4. Was the applicant safe and efficient driver? \_\_\_\_\_

5. Give the dates of vehicle accidents in which he/she was involved. \_\_\_\_\_

6. Reasons for leaving your employ: Discharged \_\_\_\_\_ Laid off \_\_\_\_\_ Resigned \_\_\_\_\_

Remarks: \_\_\_\_\_

7. Was the applicant's general conduct satisfactory? \_\_\_\_\_

8. Was the applicant competent for the position sought? \_\_\_\_\_

9. Did the applicant drink any alcoholic beverages while on duty? \_\_\_\_\_

	Excellent	Good	Fair	Poor	Very Poor
Quality of Work	_____	_____	_____	_____	_____
Cooperation with others	_____	_____	_____	_____	_____
Safety habits	_____	_____	_____	_____	_____
Personal habits	_____	_____	_____	_____	_____
Driver skills	_____	_____	_____	_____	_____
Attitude	_____	_____	_____	_____	_____

Remarks: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Detach here for your records

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

(Name of Former Employer)

You are hereby authorized to give to **DRIVE STAR SHUTTLE SYSTEMS, INC. 1479 SKELGAS ROAD STREATOR, IL 61364**

(Name of Prospective Employer)

All information regarding my services, character, and conduct while in your employ, and you are released from any and all liability which may result from furnishing such information to the above named company. Name of Prospective Employee: \_\_\_\_\_