



**Centenary College of Louisiana
Police Department**

Confidential Questionnaire to Employers

Name of employer: _____ Name of applicant: _____

Social Security #: _____ Employed from _____ to _____

1. Are the employment dates listed correct? Yes No
If No, list correct dates. _____

2. What were this person's primary duties? _____

3. What were his/her gross earnings per pay period? _____

4. Was this person's work considered to be satisfactory? Yes No
If No, please describe deficiencies. _____

5. Is this person eligible for re-hire? Yes No
If No, why? _____

6. What was the reason for termination of employment? _____

7. If the person resigned, was the resignation voluntary? Yes No
If No, please explain. _____

8. Was there any problem with absenteeism or excessive use of sick leave? Yes No
If Yes, please explain. _____

9. Did this person get along well with supervisors, co-workers, and/or the public? Yes No
If No, please explain. _____

10. Was there ever any reason to doubt this person's honesty? Yes No
If Yes, please explain. _____

11. Did this person have safe work and work place practices? Yes No
If No, please explain. _____

12. Did this person ever have any personal, domestic or financial problem that interfered with work? Yes No
If Yes, please explain. _____

13. Please describe this person's general reputation among co-workers and supervisors.

14. Are you aware of any disciplinary actions taken against this person? Yes No
If Yes, please describe situation. _____

15. Did this person appear to keep calm under stress? Yes No
If No, please explain. _____

16. Describe applicant's strengths. _____

17. Describe applicant's weaknesses. _____

18. Would you recommend this applicant for a position of trust and responsibility? Yes No
If No, please explain. _____

Please check the appropriate boxes regarding the applicant.

	Above	Average	Below
Appearance			
Dependability			
Cooperative			
Professionalism			
Judgment			
Leadership			
Self Confidence			
Job Knowledge			
Tactfulness			
Writing Skills			
Attention to Detail			
Capability			
Intelligence			
Responsibility			
Initiative			
Job Interest			
Punctuality			
Maturity			
Well Organized			
Verbal Communication			

Expand on any of the above. _____

Are there any personal problems in these areas?

Moral Character	Yes	No	_____
Alcohol Problem	Yes	No	_____
Drug Problem	Yes	No	_____
Loyalty	Yes	No	_____

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Your Name _____ Title _____
Telephone Number _____ Date _____