



# Tri-Township Jr/Sr High School Employment Verification Form

Student Name: \_\_\_\_\_ Cohort: \_\_\_\_\_

## Employer Section

Company/Employer Name: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Company/Employer Address: \_\_\_\_\_

Company/Employer Phone #: \_\_\_\_\_

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

Is/Was the student in good standing as an employee?  Yes  No

Does/Did the student exhibit good employability skills?  Yes  No

Approximately how many hours did the student work? (At least 75 hours) \_\_\_\_\_

## Employee Ratings (Rank 1-Poor, 2-Below Average, 3-Average, 4-Above Average, 5-Outstanding)

### Employability Skills

1.	Strong Work Ethic	1	2	3	4	5
2.	Follows Directions	1	2	3	4	5
3.	Follows Safety Guidelines	1	2	3	4	5
4.	Teamwork	1	2	3	4	5
5.	Leadership	1	2	3	4	5
6.	Self-Advocacy	1	2	3	4	5
7.	Self-Confidence	1	2	3	4	5
8.	Self-Discipline	1	2	3	4	5
9.	Oral Communication	1	2	3	4	5
10.	Time Management	1	2	3	4	5
11.	Independence	1	2	3	4	5
12.	Attention to Detail	1	2	3	4	5
13.	Decision Making	1	2	3	4	5
14.	Pride in Work	1	2	3	4	5
15.	Professionalism	1	2	3	4	5

\_\_\_\_\_  
Employer Signature

\_\_\_\_\_  
Date