

Inquiry Regarding Suitability of Applicant

Today's Date _____

Applicant's Name _____

NAME OF INDIVIDUAL QUESTIONED: _____

RELATIONSHIP TO APPLICANT:

Employer

Supervisor

Co-Worker

Personal Associate

YEARS OF RELATION TO APPLICANT:

From: _____

To: _____

1. To your knowledge, is this person reliable, honest, trustworthy and of good character?

____ Yes ____ No (If no, explain) _____

2. Do you have any reason to question this person's loyalty to the United States?

____ Yes ____ No (If no, explain) _____

3. Do you know of anything questionable in the applicant's background?

____ Yes ____ No (If no, explain) _____

4. Would you recommend this person for a position of trust in the U.S. Government?

____ Yes ____ No (If no, explain) _____

5. Please furnish any other information you may wish to offer. _____

(FOR EMPLOYER OR SUPERVISOR ONLY)

6. Reason applicant left (or is leaving) this position? _____

7. Is this person eligible for rehire? ____ Yes ____ No (If no, explain) _____

8. To your knowledge, has this person ever been fired from any job for any reason, or quit a job after being notified that he/she would be fired?

____ Yes ____ No (If yes, explain) _____

Inquiry conducted by: _____

READ TO SOURCE: INFORMATION YOU GIVE WILL BE MADE AVAILABLE TO THE PERSON TO WHOM IT PERTAINS. UPON THE APPLICANT'S REQUEST, THE INFORMATION YOU GIVE WILL BE MADE AVAILABLE, UNLESS YOU PREFER YOUR IDENTITY, AND INFORMATION WHICH WILL REVEAL YOUR IDENTITY, TO BE KEPT CONFIDENTIAL.

____ YES, YOU PREFER YOUR IDENTITY AND INFORMATION WHICH WILL REVEAL YOUR IDENTITY TO BE KEPT CONFIDENTIAL.

____ NO, YOU DO NOT PREFER YOUR IDENTITY AND INFORMATION WHICH WILL REVEAL YOUR IDENTITY TO BE KEPT CONFIDENTIAL.