



WINSTON Staffing Services, LLC

122 East 42nd Street
New York NY 10168
Tel: (212) 687-5138
Fax: (212) 682-1056

WINSTON STAFFING SERVICES VERBAL EMPLOYMENT CONFIRMATION FORM

APPLICANT NAME _____ SOCIAL SECURITY # _____

JOB TITLE _____

I authorize my Former Employer and or business listed below to provide Winston Staffing Services and/or it's affiliates with the Information necessary to confirm the following:

X _____

Facility/Company Name _____ Dates of Employment _____ To _____

Department _____ Supervisor _____

Company Contact Phone Number _____

DO NOT WRITE BELOW THIS LINE (FOR OFFICE USE ONLY)

Secretarial Administrative Customer Service Light Phones Large Switchboard
Heavy Phones

Responsibilities: _____

	Excellent	Good	Average	Poor
Attendance/Punctuality				
Knowledge of Hardware/Software				
Attitude/Ability to accept direction				
Performance				
Quantity /Quality of Work				

ELIGIBLE FOR REHIRE?

YES NO

If no, explain: _____

Is there anything you would like to add in regard to this applicants job performance?

Divisions
Accounts Today
WINSTON Data Services
WINSTON Legal Staffing
WINSTON Professional Staffing