



Winston Support Services, LLC

122 East 42nd Street
New York, NY 10168
Telephone (212) 557 – 5000
Fax (212) 682 – 1056

WINSTON Support Services, LLC VERBAL EMPLOYMENT CONFIRMATION FORM

Date: _____ Social Security #: _____

Applicant Name: _____ Job Title: _____
(please print)

I authorize my Former Employer and / or Business listed below to provide Winston Support Services, LLC and / or it's affiliates with the information necessary to confirm the following:

Company Name: _____ (signature)

Company Address: _____

Dates of Employment: From: _____ To: _____

Department: _____ Supervisor's Name: _____

Company Phone #: _____ Supervisor's Phone #: _____

INFORMATION BELOW THIS LINE IS FOR EMPLOYER / OFFICE USE ONLY

Check all that apply

Administrative Secretarial Customer Service Light Phones Heavy Phones Large Switchboard

Responsibilities: _____

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

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

ELIGIBLE FOR RE - HIRE ?

YES NO *If no, explain*

Is there anything you would like to add in regards to this applicant's job performance?

Signature: _____

Print Name: _____

Position Title: _____

Date: _____

Divisions

WINSTON Office Support
WINSTON Medical Staffing Services
Accountants Today
WINSTON Data
WINSTON Legal Staffing
WINSTON Professional Staffing