



METROPOLITAN NAGA WATER DISTRICT
FORMS
BACKGROUND INVESTIGATION REPORT
TEMPLATE

Document Code: **ASDF07**
Revision No.: **0**
Effectivity Date: **March 2017**
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Republic of the Philippines
METROPOLITAN NAGA WATER DISTRICT
40 J. Miranda Avenue, Naga City

G.2.2
Annex E.2

HUMAN RESOURCE DIVISION
MANPOWER PLANNING, RECRUITMENT, TRAINING & DEVELOPMENT SECTION

BACKGROUND INVESTIGATION CHECKLIST


NAME : _____
POSITION APPLYING FOR : _____

1. Documents Verified				
Type of Document	Date	By		
Education Verification				
Eligibility				
2. Reference Checks Completed				
Type of Contact	Date			
	Personal Contact/ via phone call	Letter Sent	Reply Received	By
Relatives & References				
Employers				
Supervisors, and Co-workers				
Neighbors or Landlords				
3. Medical Examinations				
Medical Screening Completed	Date	By		
4. Additional Actions Completed				
Type of Action	Date	By		

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HUMAN RESOURCE DIVISION
 MANPOWER PLANNING, RECRUITMENT, TRAINING & DEVELOPMENT SECTION

QUESTIONNAIRE
REFERENCE CHECK

CANDIDATE NAME: _____

- 1 How do you know this candidate?

- 2 How long have you known the candidate? _____ years _____ months
- 3 Do you feel the candidate will be effective in the position he/she applying for? ___ yes ___ no
 Explain: _____

- 4 Do you consider the candidate to be an honest person? ___ yes ___ no
 Explain: _____

- 5 How does the candidate deal with difficult problems or emergencies?

- 6 How well does the candidate keep his/her commitments on time and agreed?

- 7 Does the candidate presently engage in illegal drug use? ___ yes ___ no
 Explain: _____

- 8 Has the candidate expressed or displayed any bias or prejudice towards others? ___ yes ___ no
 Explain: _____



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9 Please provide any other information about the candidate that you feel might be relevant to the background investigation:

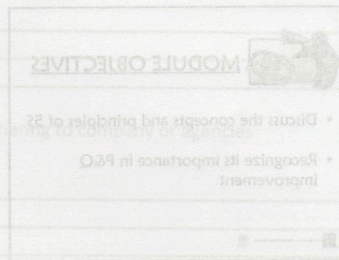
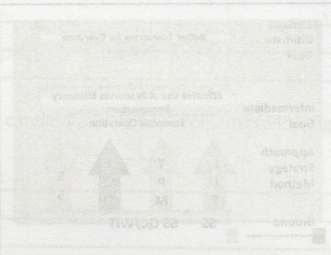
10 List other personal references we may contact regarding the candidate:

a. Name
Address
Phone
Email

a. Name
Address
Phone
Email


Reference Check Completed by:

Signature : _____
Name : _____
Address : _____
Date : _____



7 Would you rehire or recommend the candidate for hiring? yes no
Explain: _____

8 If you were going to provide advice on how to best guide this person, what would it be?

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HUMAN RESOURCE DIVISION
 MANPOWER PLANNING, RECRUITMENT, TRAINING & DEVELOPMENT SECTION

QUESTIONNAIRE
EMPLOYMENT QUALIFICATIONS

CANDIDATE NAME: _____

1 Was the candidate punctual and dependable? yes no

2 How did the candidate get along with other employees?

3 How did the candidate deal with difficult problems or emergencies?

4 Was the candidate honest and truthful? yes no
 Explain: _____

5 Did the candidate have any problems following/adhering to company or agencies policy? yes no
 Explain: _____

6 Did the candidate have any extended work absences? (Do not include periods of disability, legitimate illness, or maternity leave.) yes no
 Explain: _____

7 Would you rehire or recommended the candidate for hiring? yes no
 Explain: _____

8 If you were going to provide advice on how to best guide this person, what would it be?



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QUESTIONNAIRE
NEIGHBORS/LANDLORD REFERENCE CHECK

CANDIDATE NAME: _____

1 Do/did you know the candidate other than as a tenant? ___ yes ___ no

2 Does/Did the candidate pay his/her rent on time/ as agreed? ___ yes ___ no
Explain: _____

3 Does/did the tenant have any problems with other tenants/neighbors? ___ yes ___ no
Explain: _____

4 Did the candidate leave your property on good/satisfactorily condition? ___ yes ___ no
Explain: _____

5 Would you recommend the candidate for a position he/she applying for? ___ yes ___ no

6 Please provide any other information about the candidate that you feel might be relevant to the background investigation:

7 List other personal references we may contact regarding the candidate:

a. Name	_____	a. Name	_____
Address	_____	Address	_____
Phone	_____	Phone	_____
Email	_____	Email	_____

Reference Check Completed by:

Signature : _____
Name : _____
Address : _____
Date : _____