

EMPLOYEE REFERENCE FORM

NOTE: THIS FORM SHOULD BE USED FOR VERBAL AND/OR WRITTEN REFERENCE.

I hereby authorize _____ to release the following confidential
(Person, Agency, or Community)
information to _____
(Community including Address)
for employment verification and reference purposes.

Employee Signature Date

TO: DATE:

The applicant listed below is being considered for employment. This applicant indicates that dates of employment with you were _____ to _____, and the position held was _____.

A confidential reply to these questions, at your earliest convenience, will be appreciated.

Sincerely,

(Title)

Applicant: _____

Position Desired: _____

PREVIOUS EMPLOYMENT

Job Title: _____

Employment Dates: From _____ to _____

Reason for Termination: _____

Circumstances Surrounding Involuntary Termination (if applicable): _____

Would you re-employ? Yes _____ No _____

PLEASE SEE OTHER SIDE

Additional Information:

	<u>Very Good</u>	<u>Good</u>	<u>Fair</u>	<u>Poor</u>
Quality of Work	_____	_____	_____	_____
Quantity of Work	_____	_____	_____	_____
Relationship with co-workers	_____	_____	_____	_____
Relationship with supervisors	_____	_____	_____	_____
Cooperation	_____	_____	_____	_____
Attendance	_____	_____	_____	_____

Did applicant come to work when scheduled and on time? _____

Was applicant honest/trustworthy? _____

Has applicant ever stolen or misappropriated the personal belongings of a coworker or company property? _____

Has applicant ever threatened, verbally abused or assaulted a coworker or customer? _____

Were applicant's wages ever garnished? _____

Does applicant have any history of drug/alcohol abuse? _____

Strengths applicant may have: _____

Weaknesses applicant may have: _____

Any other information: _____

Name of Reference: _____

Signature Title Date