



EMPLOYMENT REFERENCE FORM

DATE: \_\_\_\_\_

I, \_\_\_\_\_, hereby give permission to release information to release you from
(Print Name)
any liability connected with the submission of my employment information.

Applicant's Signature

Social Security #

REFERENCE: Name/Title/Company Name \_\_\_\_\_

Street Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

Email Address: \_\_\_\_\_

APPLICANTS - DO NOT COMPLETE BELOW THIS LINE

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The above applicant has applied for a position. It would be appreciated if you would fill out the following information to help us better evaluate his/her qualifications in previous work situations.

Table with 4 columns: Area to be rated, EXPECTATIONS (Above Average, Average, Poor), and Qualifying Statements. Rows include Adaptability, Quality of Work, Work Habits, Judgment, Technical Skills, Communication Skills, Group Acceptance, Attendance Record, and Punctuality.

Position Title \_\_\_\_\_ Regular \_\_\_\_\_ Temporary \_\_\_\_\_

Dates of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_

Reason for Termination: \_\_\_\_\_

Would you rehire if you had a vacant position (eligible for rehire)? Yes \_\_\_\_\_ No \_\_\_\_\_

Comments: \_\_\_\_\_

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Intrastaff Coordinator: \_\_\_\_\_

Reviewed by: \_\_\_\_\_