

## Reference Request

Date: \_\_\_\_\_ Check method of gathering reference data:  Verbal  Mail

Name of person giving reference: \_\_\_\_\_ Fa cility: \_\_\_\_\_

The individual named below is applying for a position as \_\_\_\_\_ and has given you as a reference. As we place great importance on the thorough screening of all our applicants, we would appreciate a prompt and thoughtful response.

Thank you in advance \_\_\_\_\_  
(Name of Company Representative)

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### Applicant Release

Applicant \_\_\_\_\_  
Last First MI Maiden

Position Held \_\_\_\_\_

Social Security # \_\_\_\_\_ Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_

I hereby release from all liability the company or person completing this form, and authorize them to release all information regarding my employment with them. I understand that this information may be released to clients of the requesting company and other requesting third parties on a need to know basis. I also release the requesting company from all liability for any damages from the disclosure of this information.

\_\_\_\_\_  
Applicant Signature Date

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1) Please confirm the applicant's employment. From \_\_\_\_\_ To \_\_\_\_\_  
Date Date

2) Please comment on the applicant's attributes using the following scale:  
4 = Excellent 3 = Good 2 = Fair 1 = Poor N/A = Not applicable

Quality of Work \_\_\_\_\_

Knowledge & Skills \_\_\_\_\_

Reliability & Attendance \_\_\_\_\_

Cooperation \_\_\_\_\_

Competence \_\_\_\_\_

Supervisory ability & capacity \_\_\_\_\_

Grooming \_\_\_\_\_

3) Please indicate specialty areas in which the applicant has had experience: \_\_\_\_\_  
\_\_\_\_\_

4) Please indicate any special considerations necessary when giving assignments to this individual:  
\_\_\_\_\_  
\_\_\_\_\_

5) Is applicant eligible for rehire?  Yes  No If no, why not? \_\_\_\_\_  
\_\_\_\_\_

Please attach any additional comments.

\_\_\_\_\_  
Signature Position/Title Date