

REFERENCE REQUEST

From: _____ Title: _____ Phone: _____

Please complete form and fax to **858-277-4639**. (Information must be kept confidential.)

RE: _____

The applicant named above is being considered for employment as _____.

The applicant claims to have been in your employ as a _____ from _____ to _____.

We would appreciate your forthright comments regarding the applicant's work performance. The information you give us will be kept confidential.

Please complete the following information and return it to us at your earliest convenience.

AUTHORIZATION TO CHECK REFERENCES

I authorize former employers, as well as any other individuals whom a prospective employer may contact, to provide any and all information concerning my previous employment and any other pertinent information that they may have. Further, I release all parties and persons from all liability for any damages that may result for furnishing such information as well as from the use or disclosure of such information by the former employer(s) or any of its agents, employees or representatives.

Applicant's signature _____ Date _____

PREVIOUS EMPLOYER PLEASE RESPOND BELOW

Dates of Employment: From _____ To _____ Position _____

Rate of pay at time of termination: \$ _____ Hour \$ _____ Month

Reason for Termination _____

How do you rate your former employee?

	Excellent	Good	Fair	Unsatisfactory	Unable to Evaluate
Ability					
Attendance					
Cooperation					
Production					
Desire to learn					

Would you re-hire? Yes No.

Do you have any complaints, criticism, praise or other pertinent comments? Yes No.

If so, please explain _____

ADDITIONAL COMMENTS: _____

Signature _____ Title _____ Date _____