

Employment Reference – Page 1

Company/Organization Contacted: _____

Individual Giving Reference: _____ Date _____

Name of Applicant _____

I authorize the above named company/organization to release all information in its possession pertaining to my employment, and I release the company/organization from any all liability in connection with the communication of the information.

Applicant Signature

Date

The individual named above has applied for the position of _____ with our organization _____.

During what period was he/she employed by you? From _____ To _____

What was your employment relationship with the above named individual? _____

Job Title/Responsibilities					
Reason for Leaving					
Would you reemploy (If no, why not?)					
Please rate the following:	Outstanding	Very good	Average	Below Average	Unable to Evaluate
Quality and quantity of work					
Willingness to work hard (self-starter)					
Communication skills					
Improvement on the job					
Ability to plan and organize					
Relationship with co-workers/supervisors					
Dependability					
Attendance					
Attention to detail					
Ability to solve problems					
Would the applicant be suited for the position described					

Please explain if any of the above are marked Unable to Evaluate.

Is there anything else we should know?

If checked the position requires regular contact with children. Please complete page 2 on the reverse side of this form.

Signature _____ **Job Title** _____

Employment Reference – Page 2

The position requires regular contact with children.

The individual will be responsible for the daily supervision of children or will have regular and significant contact with children. We ask your assistance in verifying and providing certain information.

How long have you known the individual? _____

In what capacity have you known the individual? _____

Are you related to this individual? Yes No If Yes, How? _____

Based on your knowledge of this individual and the requirements as outlined above, how would you rate the individual as a candidate for this position? _____

If you have (had) children, how would you feel about this individual providing care and supervision for your child?

This job will require the individual to use interpersonal skills with both adults and children. Based on your knowledge of this individual, how would you evaluate his/her ability to use these skills?

Are you aware of any troublesome qualities or reasons this individual should not be considered for this position? Please explain

Do you have any concerns about this person working with youth on a one-on-one basis?

Your additional comments or remarks would be helpful and appreciated.

Signature _____ **Job Title** _____

Date _____

Employer - Indicate if reference obtained by telephone _____
Signature of Person Obtaining Telephone Reference