

VERBAL/WRITTEN REFERENCE REQUEST

REFERENCE: _____ AGENCY: _____

NAME OF APPLICANT: _____

Position Applied For: RN/LPN HHA PCA Homemaker/Housekeeper OTHER _____

Release of Information: I hereby release from all liability the company, the institution or person(s) named above and authorize them to release all information regarding my employment with them.
 Signature of Applicant: _____ Date: __ / __ / ____

The person identified above has applied for a position at _____, Inc. Please complete the reference information below and return this form back to _____. This information will be kept confidential. Thank you.

Position held at your agency: RN LPN HHA PCA Homemaker/Housekeeper

References Relationship to Applicant: SUPERVISOR COLLEAGUE PERSONAL

Dates of Employment at this Agency: FROM __ / __ / ____ TO __ / __ / ____

Reason for leaving: _____

Will you rehire: YES NO If "No" - Why? _____ N/A

Applicants Work Record	Satisfactory	Unsatisfactory	Unable to Evaluate
Quality of Work			
Productivity			
Attendance			
Initiative			
Cooperation			
Dependability			
Accepts Constructive Criticism			
Appearance			

ADDITIONAL COMMENTS: _____

REFERENCE SIGNATURE: _____ TITLE: _____ DATE: __ / __ / ____

REFERENCE VALIDATION: _____ TITLE: _____ DATE: __ / __ / ____