



Applicant's Statement and Agreement

REFERENCE REQUEST

Date: _____ Check method of gathering reference data: Verbal Mail

Name of person reference: _____ Facility _____

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

Thanks you in advance _____ (Name of Company Representative)

Applicant release

Applicant _____ Last First MI Maiden

Position Held _____

Social Security # _____ Dated Employed From: _____ To: _____

I hereby release from all liability the company or peron completing thid 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 third parties on a need to know bases. I also release the requesting complany from all liability for any damages from the disclosure of this information.

Applicant Signature _____ Date _____

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

2) Please comment or 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?

Signature _____ Position/Title _____ Date _____

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