

REQUEST FOR REFERENCE

Date: _____

To: _____

Re: _____

The above-named individual has applied for a position with our company and indicates previous employment with your firm. The information requested below will help us to evaluate the applicant. We will hold your comments in strict confidence.

Thank you for your cooperation.

Sincerely,
Personnel Department

Please Indicate:

Position With Your Firm: _____

Employed From _____ Through _____

Final Salary \$ _____ Social Security Number _____

Please rate the applicant on the basis of his employment with you (good/fair/poor):

Ability _____ Conduct _____ Attitude _____

Efficiency _____ Attendance _____ Punctuality _____

What was the reason for termination? _____

Would you re-hire? _____. If not, give reason: _____

Signature and Title