



Let's Grow Together

Request for Reference

Name _____ Social Security Number _____
is being considered for employment as a _____. Your assistance in
completing and returning this form to us will be greatly appreciated. All information will be held in
strictest confidence.

Authorization

I hereby authorize you to release any requested information regarding my employment record, and/or
character. _____

Please complete the following information **for the person you are requesting reference from.**

Name _____

Address _____

City _____ State_ Zip _____ Phone _____

Title _____

Applicant: Do not write below this line.

	Excellent	Satisfactory	Adequate	Weak
Professional Skills				
Professional Knowledge				
Appearance				
Character				
Work Habits				
Dependable				
Ability to work as a Team Member				
Behavior/Cooperation				

Position Held: _____

Date of Employment: From: _____ To: _____

Would you rehire this employee? Please explain:

Comments:

How do you know the applicant?

_____ Supervisor

_____ Co-Worker

_____ Personal

_____ Employer

Signature	Title	Date
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Thank you for your time in this manner.

