

Specialty

Reference Request Form1

I hereby authorize Specialty to request from the named below, given by me as a reference, any information that Specialty deems necessary concerning me and/or my employment. I hereby request that the below named reference answer all questions that may be asked when contacted. Further, I release the below named reference from any and all responsibility in supplying the requested information.

Reference requested from:

Company Name: _____ Phone#: _____

Supervisor: _____ Applicant's SSN#: _____

Position held: _____

Applicants signature: _____ Date: _____

The above applicant has applied to Specialty for the following position: _____

Please confirm that he/she was known by you, employed by your company, and the dates of employment. We assure you that this reply will be held in strict confidence.

PERFORMANCE RATING: 1 - 10 (with 1 being the lowest)

Please rate the following aspects of performance:

Reliability		Attendance		Organizational Ability	
Relationship with co-workers		Job knowledge		Quality of Work	
Initiative		Courtesy		Attitude toward Supervision	
Quality of Work		Appearance		Ability to Work Independently	
Overall Work Performance					

Reason for leaving: _____

Dates of Employment: _____ Would you rehire? _____

Additional Comments: _____

Signature of Reference Evaluator: _____ Date: _____

Title of Evaluator: _____ THANK YOU!!!

Specialty

Reference Request Form 2

I hereby authorize Specialty to request from the named below, given by me as a reference, any information that Specialty deems necessary concerning me and/or my employment. I hereby request that the below named reference answer all questions that may be asked when contacted. Further, I release the below named reference from any and all responsibility in supplying the requested information.

Reference requested from:

Company Name: _____ Phone#: _____

Supervisor: _____ Applicant's SSN#: _____

Position held: _____

Applicants signature: _____ Date: _____

The above applicant has applied to Specialty for the following position: _____

Please confirm that he/she was known by you, employed by your company, and the dates of employment. We assure you that this reply will be held in strict confidence.

PERFORMANCE RATING: 1 - 10 (with 1 being the lowest)

Please rate the following aspects of performance:

Reliability		Attendance		Organizational Ability	
Relationship with co-workers		Job knowledge		Quality of Work	
Initiative		Courtesy		Attitude toward Supervision	
Quality of Work		Appearance		Ability to Work Independently	
Overall Work Performance					

Reason for leaving: _____

Dates of Employment: _____ Would you rehire? _____

Additional Comments: _____

Signature of Reference Evaluator: _____ Date: _____

Title of Evaluator: _____ THANK YOU!!!
reference request.wpd

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