**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