<Date>

Name

Street Address

City, State, ZIP

Re: Reference for <Applicant>

Dear <Reference>:

The above-named individual has applied for employment with <Company Name> for the position of <Title of Position> and has named you as a reference. In an effort to make an informed hiring decision, we need to verify the applicant's work/education history and qualifications for the position.

I have enclosed, for your records, a release, which was signed by the applicant, permitting you to provide the following information. Any information that you give will be held in the strictest confidence.

How long have you known <Applicant>?

What is the nature of your relationship?

1. <List Essential Functions of the Job> Do you think <Applicant> would be a good choice for this position? Why or why not? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

What do you believe the candidate’s greatest challenges in adjusting to this position would be? \_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**If a previous employer, please verify the information found below:**

Dates of Employment: From: \_\_\_\_\_\_\_\_\_\_\_\_ To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Reason for termination: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Eligible for rehire? \_\_\_\_\_Yes \_\_\_\_No

Information furnished by:

Signature: Date:

Thank you for your cooperation and prompt response.

Sincerely,

<Name>

<Title>