

**REFERENCE REQUEST FORM (Mailed to Previous employer)**

COMPANY REPRESENTATIVE: (Company Requesting Reference)

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE: \_\_\_\_\_

\_\_\_\_\_  
(Name of Candidate)

has applied for employment as a(n) \_\_\_\_\_. The applicant indicates dates of employment with your company from \_\_\_\_\_ to \_\_\_\_\_ as a(n) \_\_\_\_\_.

The following requested information will be kept in strict confidence.

Thank you for your cooperation.

I hereby authorize my previous employer(s) to supply (XYZ Company) with the requested information.

Thank you.

\_\_\_\_\_  
Signature (Job Applicant)

\_\_\_\_\_  
Date

**REFERENCE INFORMATION**

Period of Employment \_\_\_\_\_ to \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Eligible for Rehire?  Yes  No

If no, why? \_\_\_\_\_

**PLEASE RATE EACH ITEM BELOW**

	Excellent	Good	Fair	Poor
Quality of work				
Quantity of work				
Initiative				
Cooperation with others				
Attendance				

**ADDITIONAL COMMENTS:** \_\_\_\_\_

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Title**