

## 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 No. \_\_\_\_\_

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