

Reference Form

PART A

(to be completed by the subject of this reference)

I have stated to _____ that I was employed by you as a _____.

I request that information be furnished by you for reference purposes to this employer, and I consent to your providing this information regarding my past employment, work performance, attendance record, abilities, and reason for my separation from employment.

Further, I knowingly waive all rights to bring an action for defamation, invasion of privacy, or similar causes of action, against either _____ or _____ in connection with providing information about my employment with _____.

SIGNATURE

DATE

PART B

(to be completed by the employer providing a reference for the individual named above.)

The person named above was employed as:

From: _____ To: _____

According to our records, the person left the organization for the following reason(s):

(select one) I would would not reemploy this individual.

Please check the rating that most accurately describes this individual:

	Exceptional	Satisfactory	Unsatisfactory
Work Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Quantity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cooperation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervision (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>