

F.A.B. HOME CARE SERVICES

REFERENCE REQUEST

To: _____ Agency: _____ Title: _____

Name of Applicant: _____

Position Applied for: _____

Release of Information: I hereby release from all liability the company, institution or person named above and authorize them to release all information regarding my employment with them.

Signature of Applicant: _____ Date: _____

The person identified above has applied for a position F.A.B. Home Care Services . Would you kindly complete the reference information below and return the reference information. This information will be kept confidential. Thank you.

Position held at your organization: _____

Reference's relationship to applicant: _____

Dates of Employment: From: _____ To: _____

Reason for Leaving: _____

Would you re-employ? Yes No If no why? _____

Applicant's Work Record	Satisfactory	Unsatisfactory	Unable to Evaluate
Quality of Work			
Productivity			
Attendance			
Punctuality			
Initiative			
Cooperation			
Dependability			
Accepts constructive Criticism			
Appearance			

Additional Comments: _____

Reference's Signature: _____ Date: _____

REFERENCE VALIDATION: _____ TITLE: _____ DATE: _____

F.A.B. HOME CARE SERVICES

VERBAL REFERENCE

Name of Applicant: _____

Position Applied for: _____

Release of Information: I hereby release from all liability the company, institution or person named above and authorize them to release all information regarding my employment with them.

Signature of Applicant: _____ Date: _____

CONTACT INFORMATION

COMPANY CONTACTED: _____

REFERENCE INDIVIDUAL SPOKEN TO: _____

POSITION HELD BY APPLICANT: _____

RELATIONSHIP TO APPLICANT: DIRECT SUPERVISOR SUPERVISOR OTHER: _____

DATES OF EMPLOYMENT AT CONTACT COMPANY: FROM: _____ TO: _____

REASON FOR LEAVING: _____

WOULD YOU REHIRE? YES NO IF NO, WHY? _____

Applicant's Work Record	Satisfactory	Unsatisfactory	Unable to Evaluate
Quality of Work			
Productivity			
Attendance			
Punctuality			
Initiative			
Cooperation			
Dependability			
Accepts constructive Criticism			
Appearance			

Additional Comments:

REFERENCE TAKEN BY: _____ TITLE: _____ DATE: _____