

Job Applicant Reference

Please Print of Type:

Name/Address of Evaluator

Reference for Job Applicant

NAME: _____

The above candidate has applied for a position with For the Children, Inc. and has provided your name as a reference. This reference form will be included in the applicant's file for review by appropriate supervisors and also may be shown to the applicant upon request. Your prompt reply will be appreciated. Please return the completed form in the enclosed envelope.

I authorize you to provide For the Children, Inc. with information regarding my suitability for employment. Your prompt reply will be appreciated. Please return the completed form in the enclosed envelope.

SIGNATURE OF APPLICANT

DATE

PLEASE EVALUATE AND CHECK AS MANY ITEMS IN THE FOLLOWING SECTION AS YOUR KNOWLEDGE OF THE APPLICANT WILL JUSTIFY.

Professional Traits	Excellent	Good	Average	Below Average	Unacceptable	Not observed
General Appearance						
Attendance/Punctuality						
Language and Communication Skills						
Dependability/Reliability						
Adaptability/Flexibility						
Job Enthusiasm						
Personal Initiative						
Judgement/Common Sense						
Self-Control						
Leadership						
Ability to Work with Others						
Ability to Accept Criticism						
Accuracy and Punctuality						
Overall Job Performance						

PLEASE COMPLETE APPLICABLE INFORMATION BELOW

1. I HAVE KNOWN THE APPLICANT: (Circle One)
As a student As an employee Personally.

/ _____ to _____ / _____
Month Year Month Year

2. Applicant is best suited for what position?

7. Applicant position or job title:

3. If former employee, why did the applicant leave your employ?

8. Your title at the time you supervised this applicant:

4. Please provide any additional information on applicant we may need to know as a prospective employer (use reverse side if necessary)

9. Would you consider hiring (re-hiring) this applicant?
(Circle One) Yes No

10. Does company policy prohibits re-hiring?
(Circle One) Yes No

Please Sign:

Name

Position/Title

Date

5. Do you prefer that we call you? _____ Yes _____ No
Telephone: _____

6. Dates of Employment or time you have known applicant:
