



## CONFIDENTIAL REFERENCE REQUEST

I hereby give permission for you to furnish any information to Evansville Manor regarding my employment or any other relative information concerning me. I hereby release you, your organization, and Evansville Manor from all liability.

Applicant Name: \_\_\_\_\_  
(Please print legibly)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

---

### Applicant – Please do not write in space below

Dear Sir or Madam:

The above named applicant had indicated he/she was previously employed by you or knows you personally. Your evaluation of him/her will be sincerely appreciated, and will be held in complete confidence. The applicant will benefit from an early reply as his/her employment is pending. Thank you.

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Company: \_\_\_\_\_

\_\_\_\_\_ Employment Reference  
(Please complete Section I)

\_\_\_\_\_ Personal Reference  
(Please complete Section II)

### Section I - Employment Reference

Dates of employment: \_\_\_\_\_ to \_\_\_\_\_ Position or title held: \_\_\_\_\_

Check the appropriate qualities:

- Appearance:  Well groomed  Needs improvement
- Adaptability:  Easily accepts new plan and learns new procedures  
 Adjusts to new situation within reasonable time  
 Needs detailed instruction and repeated supervision
- Dependability:  Attendance good, valid reason for absences  
 Occasionally absent with questionable excuse  
 Frequently absent, especially adjacent to weekends
- Emotional stability:  Usually well-poised  Immature
- Cooperation:  Understand needs and feelings of other  
 Can work independently, cooperatively  
 Works better independently  Often involved in interpersonal problems
- Initiative:  Performs tasks beyond assignment but within realm of responsibility  
 Needs minimum direction once assignment is given  
 Evades responsibilities or attempts to perform tasks beyond ability
- Work Habits:  Well organized, thorough, completes work on time  
 Inefficient, poorly organized  
 Uses equipment properly  
 Asks  Does Not Ask questions when unsure of assignment

**Confidential Reference Request – page 2**

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

**Section II - Personal Reference**

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_