



6340 N. Green Bay Avenue  
Glendale, WI 53209  
Phone: (414) 352-9040  
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**CONFIDENTIAL REFERENCE REQUEST**

To: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I, \_\_\_\_\_ have applied to This Agency for employment. I hereby release from all liability the company and/or person completing this form, and authorize them to release all information regarding my employment with them.

Employed from: \_\_\_\_\_ to \_\_\_\_\_ Position held: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Social Security #: \_\_\_\_\_

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This Agency conducts a complete reference check, prior to hiring, on each applicant for employment. All information you supply is confidential. Any statements you wish to make that would help us determine a placement for this applicant may be entered in the space provided for "Comments." We appreciate your prompt reply.

Authorized Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Is the above information correct?  Yes  No If no, explain: \_\_\_\_\_

Please rate the applicant using the following guidelines.

**A = Above average B = Satisfactory C = Unsatisfactory U = Unable to evaluate**

	<b>A</b>	<b>B</b>	<b>C</b>	<b>U</b>	<b>Comments</b>
Attendance/Dependability					_____
Quality of Work					_____
Cooperation/Attitude					_____
Common Sense					_____
Technical Ability					_____
Follows Directions (Verbal and Written)					_____
Effective use of time					_____
Personal Habits					_____

Would you rehire? \_\_\_\_\_ If not, why? \_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
Signature and Title Company Date