

Washington Odd Fellows Home – Reference Check

Applicant name: _____

Type of Reference:

Personal Previous/ Current Employer Previous/Current Co-Worker

Reference contact information:

Name of reference: _____

Address: _____ City: _____

State: _____ ZIP: _____ Phone: _____ Ext: _____

If employment reference was listed, please list the following:

Type of business: _____ Position held: _____

Dates of employment: From ____/____/____ To ____/____/____

I hereby authorize you to discuss any and all information concerning my employment with your company to the Washington Odd Fellows Home. I understand that this is in accordance with all applicable Federal and State Laws.

Applicant signature: _____ Date: ____/____/____

This portion to be completed by listed reference

The applicant named above is seeking employment with Washington Odd Fellows Home and has furnished your name/ Company's name as a reference. We would appreciate your help in verifying employment dates and answering our job performance questionnaire. If personal reference, please fill out portions that pertain to you. We assure you that any information provided will be held in the strictest confidence. To return this mailing, please return in envelope provided. Thank you for any assistance you can offer.

Please check the most applicable rating for this employee

	Excellent	Good	Fair	Unsatisfactory
Attendance				
Punctuality				
Dependability				
Professionalism				
Ability to interact with coworkers and customers				

Is the information provided by the applicant correct? Yes No

If incorrect, please explain: _____

Reason(s) why this person left your organization

Would you re-employ this person? Yes No

Comments: _____

Name: _____ Title: _____

Company: _____

Signature: _____ Date: ____/____/____