

EMPLOYMENT REFERENCE FORM

You are being considered for a position at the Child Guidance Center. Someone from this agency will be checking your references. Please fill out the information below and the left side of this form.

Name of applicant: _____

Please indicate the dates of your employment:(from)_____ (to)_____

Former Employer_____ Phone #_____

Supervisor: _____ Job Title: _____

<p>Please rate yourself in the following areas on a scale from 1 – 5 (5 being the best):</p> <p>Attendance 1 2 3 4 5</p> <p>Quality of Work 1 2 3 4 5</p> <p>Motivation 1 2 3 4 5</p> <p>Attitude 1 2 3 4 5</p> <p>Competency 1 2 3 4 5</p>	<p>Person contacted: _____</p> <p>Employer, please verify: Dates of Employment _____ - _____ Job Title _____</p> <p>Please indicate agreement/disagreement with applicants responses:</p> <p>Attendance Agree _____ Disagree _____</p> <p>Quality of Work Agree _____ Disagree _____</p> <p>Motivation Agree _____ Disagree _____</p> <p>Attitude Agree _____ Disagree _____</p> <p>Competency Agree _____ Disagree _____</p> <p>Is applicant eligible for rehire with you? Yes _____ No _____</p> <p>CGC Staff completing form: _____</p>
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I authorize Child Guidance Center to conduct a reference check regarding my previous employment with the employer listed above and verify the information given on this form. I release Child Guidance Center from any liability in verifying my references.

Signature

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