

### EMPLOYMENT REFERENCE FORM

You are being considered for a position at HopeSpoke. 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: \_\_\_\_\_

Former Employer: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Job Title: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Email: \_\_\_\_\_

Dates of Employment: Starting Date: \_\_\_\_\_ End Date: \_\_\_\_\_

HopeSpoke Staff completing form: \_\_\_\_\_

Person Contacted: \_\_\_\_\_

**Employer Please Verify:**

Dates of Employment: Starting Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Job Title: \_\_\_\_\_

<p>Applicant: Please rate yourself in the following areas on a scale from 1 - 5 (5 being the best):</p>	<p>Please rate indicate agreement/disagreement with the applicant's responses:</p>
<p>Attendance 1____ 2____ 3____ 4____ 5____</p>	<p>Attendance Agree _____ Disagree _____</p>
<p>Quality of Work 1____ 2____ 3____ 4____ 5____</p>	<p>Quality of Work Agree _____ Disagree _____</p>
<p>Motivation 1____ 2____ 3____ 4____ 5____</p>	<p>Motivation Agree _____ Disagree _____</p>
<p>Attitude 1____ 2____ 3____ 4____ 5____</p>	<p>Attitude Agree _____ Disagree _____</p>
<p>Competency 1____ 2____ 3____ 4____ 5____</p>	<p>Competency Agree _____ Disagree _____</p>
<p>Is applicant eligible for rehire with you? Yes _____ No _____</p>	

I authorize HopeSpoke to conduct a reference check regarding my previous employment with the employer listed above and verify the information given on this form. I release HopeSpoke from any liability in verifying my references.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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