



REFERENCE INQUIRY

We appreciate your courtesy in responding to the following inquiry concerning your former employee named _____

Position/ Title: _____

Dates of Employment: (month/year) _____ to _____ Length OF Employment _____

Reason for leaving this job _____

Reference Name: _____ Title: _____

Contact Phone No: _____

I, the undersigned, authorize the above listed reference, or his or her representative(s) to provide Nobility, with any and all information regarding my employment performance.

Applicant's Signature _____ Date: _____

PERFORMANCE CRITERIA

Please mark (+) for excellence and (-) needs improvement

- Punctuality / Attendance
- Reliability / Following Instructions
- Flexibility / Cooperation / Communication
- Attitude / Rapport with Older Adult and Others
- Concern for Older Adult's Well-being

Is the above applicant eligible for rehire? Yes No

Would you recommend the applicant for similar employment? Yes No

Additional Comments: _____

Completed by: _____ Date: _____

Title: _____