



# Hermitage House Youth Services

*Providing quality care today for responsible adults tomorrow*

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hhys@hermitagehouse.org

## EMPLOYMENT REFERENCE CHECK

Name of applicant: \_\_\_\_\_

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

Signature of applicant: \_\_\_\_\_

I authorize you to furnish Hermitage House Youth Services with whatever information you may have regarding my employment, including my reason(s) for leaving. I am signing this Release and Waiver voluntarily, and request that you respond to this reference inquiry with full and complete information. Since this reference is an important part of my application for employment with Hermitage House Youth Services, I therefore waive and release you from any and all claims or causes of action in law or equity including, but not limited to, defamation of character or invasion of privacy, which might arise from responding to this reference check.

Company Name: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ Job Title: \_\_\_\_\_

<u>Work Record (Check one)</u>	<u>Excellent</u>	<u>Good</u>	<u>Average</u>	<u>Fair</u>	<u>Poor</u>
Quality of Work	_____	_____	_____	_____	_____
Capacity for Responsibility	_____	_____	_____	_____	_____
Thoroughness in work	_____	_____	_____	_____	_____
Attendance/Dependability	_____	_____	_____	_____	_____
Personal Characteristics Relationship w/others	_____	_____	_____	_____	_____
Loyalty/Integrity	_____	_____	_____	_____	_____
Adaptability	_____	_____	_____	_____	_____

What job progress did he/she make? \_\_\_\_\_

What were his/her strong points/limitations? \_\_\_\_\_

Would you re-employ, Yes or No? \_\_\_\_\_ If No, state reason: \_\_\_\_\_

Reason for termination of employment: \_\_\_\_\_

Is there anything else significant we should know? \_\_\_\_\_

Information furnished by: \_\_\_\_\_ Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_