

Request for Reference

Date: _____
To: _____
Re: _____

The above named individual has applied for a position with our company and indicates previous employment with your firm. The information requested below will help us to evaluate the applicant. We will hold your comments in strict confidence. Thank you for your cooperation.

Sincerely,

Human Resources

Gyn Care
1920 W. Sale Rd., Bldg. F, Ste. 5
Lake Charles, LA 70605
Phone: (337)480-0140
Fax: (337)480-0606

Please Indicate:

Position With Your Firm: _____

Employed From: _____ To: _____

Final Salary: \$ _____ Social Security No. _____

Please rate the applicant on the basis of his or her employment with you
(good/fair/poor):

Ability: _____ Conduct: _____ Attitude: _____

Efficiency: _____ Attendance: _____ Punctuality: _____

What was the reason for termination? _____

Would you re-hire? Yes No If not, give reason: _____

Signature and Title