

Confidential Employment Reference Request

Licking County Board of MR/DD
65 West Church Street
Newark, Ohio 43055
Phone: (740) 349-6588
Fax: (740) 349-6595

Date: _____

To Whom It May Concern:

The applicant named below has submitted an application for employment and has provided LCBMR/DD with your name as an employment reference. We would appreciate your time and consideration in completing the questions below and on the opposite side. **Please return this form by fax or mail to: Louise Decker.** Thank you.

Company Name: _____

Address: _____

City, State, Zip: _____

Contact Name, Phone, Fax: _____

To be completed by applicant:

Applicant's name: _____

I hereby request and authorize the Licking County Board of MR/DD to obtain all information regarding my service, character, performance, and conduct from any and all of my former employers listed on my application.

I further release LCBMR/DD and any former employers contacted, from any liability or damages that may result from the exchange of information requested.

Applicant Signature: _____ **Date:** _____

To be completed by former employer:

Dates of employment: _____

Position title: _____

Primary responsibilities: _____

Reason for leaving: _____

Special training: _____

Points of Reference

1. **Quality of Work:** Consider the quality of work produced as well as accuracy, timeliness, and thoroughness.

Excellent Good Below

Comments: _____

2. **Productivity:** Consider the ability to produce quantity of accepted work which meets organizational standards.

Excellent Good Below

Comments: _____

3. **Position knowledge:** Consider the knowledge of duties and responsibilities.

Excellent Good Below

Comments: _____

4. **Professionalism:** Consider the integrity and ethics demonstrated in the discharge of duties.

Excellent Good Below

Comments: _____

5. **Attendance:** Consider overall attendance and punctuality.

Excellent Good Below

Comments: _____

6. **Initiative:** Consider the extent of ownership assumed and ability to work with minimal supervision.

Excellent Good Below

Comments: _____

7. **Communication:** Consider the effectiveness of verbal, written, and interpersonal communication skills.

Excellent Good Below

Comments: _____

8. **Working Relationships:** Consider the ability to develop and foster positive rapport with internal and external customers.

Excellent Good Below

Comments: _____

Overall Rating

Your overall rating: Excellent Good Below

Would you re-hire this applicant? Yes No **Why not?** _____

Signature & Title: _____

Date: _____