

Reference Request

Applicant fill out to dotted line:

I hereby authorize the release of all pertinent information requested by Butler County In-Home Services, LLC to complete the processing of my application. I have listed you as a reference. I hereby release you and the Butler County In-Home Services LLC from any and all liability of damage for providing the requested information. I authorize the use of a photocopy in lieu of the original authorization. I further understand that all information will be kept in strict confidence.

Signature: _____ Date: _____

Applicants Name: _____
(Last) (First) (Middle)

(Maiden/Alias) (Social Security Number)

Reference sent to: _____

PERSON/BUSINESS GIVING REFERENCE PLEASE COMPLETE THIS SECTION:

Return Reference to: Attention: Personnel
Butler County In-Home Services, LLC
602 East Outer Road
Poplar Bluff MO 63901
Phone: 573-712-2192

PLEASE COMPLETE THIS SECTION:

Name of Business (if applicable): _____ Date: _____

Employee or Person Giving Reference: _____ Title: _____

Attendance: Above Average () Attitude: Above Average ()
Average () Average ()
Below Average () Below Average ()

Adaptability: Above Average () Skill/Accuracy: Above Average ()
Average () Average ()
Below Average () Below Average ()

Employment Dates: _____ to _____ Would you rehire? Yes or No

Comments: _____

For Office Use Only:	Telephone Reference
Reference: Personal or Business (circle one)	
Date of Call: _____	Made by: _____

Name of Applicant: _____

PLEASE COMPLETE THIS SECTION:

Name of Business (if applicable): _____ Date: _____

Employee or Person
Giving Reference: _____ Title: _____

Attendance: Above Average () Attitude: Above Average ()
 Average () Average ()
 Below Average () Below Average ()

Adaptability: Above Average () Skill/Accuracy: Above Average ()
 Average () Average ()
 Below Average () Below Average ()

Employment Dates: _____ to _____ Would you rehire? Yes or No

Comments: _____

For Office Use Only:	Telephone Reference
Reference: Personal or Business (circle one)	
Date of Call: _____	Made by: _____

PLEASE COMPLETE THIS SECTION:

Name of Business (if applicable): _____ Date: _____

Employee or Person
Giving Reference: _____ Title: _____

Attendance: Above Average () Attitude: Above Average ()
 Average () Average ()
 Below Average () Below Average ()

Adaptability: Above Average () Skill/Accuracy: Above Average ()
 Average () Average ()
 Below Average () Below Average ()

Employment Dates: _____ to _____ Would you rehire? Yes or No

Comments: _____

For Office Use Only:	Telephone Reference
Reference: Personal or Business (circle one)	
Date of Call: _____	Made by: _____