



STAFFING

The right connection. Guaranteed.

## EMPLOYEE REFERENCE FORM

### TO BE COMPLETED BY APPLICANT:

Last Name:		First Name:		Middle Initial
Company/Facility Name:				
Address		City	State	Zip Code
Position Held:				
Name of Evaluator/Supervisor:			Phone Number:	
Beginning Date of Employment:		Ending Date of Employment:		

I have applied for employment with NC STAFFING. I hereby request and authorize you to furnish the listed employer with any information regarding my employment record, character, habits, and ability. I do hereby release the addressed entity and all individuals concerned from any claims, suits, and liabilities for any damage whatsoever resulting from their actions and conduct in responding to this request and the giving of such information.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### TO BE COMPLETED BY EVALUATOR:

Please rate the applicant's performance in the following areas:				
	Excellent	Above Average	Average	Below Average
Attendance/Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Competence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flexibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Job Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Productivity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professionalism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reliability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the applicant eligible for rehire? _____				
What was the applicant's reason for leaving? _____				
Comments: _____				
_____				
_____				
Signature: _____		Title: _____		Date: _____