



### WORK/PROFESSIONAL REFERENCE

\_\_\_\_\_  
Applicant Name (PLEASE PRINT)

\_\_\_\_\_  
Agency/Company Name

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Agency/Company Address

\_\_\_\_\_  
City/State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Date if Hire\*

\_\_\_\_\_  
Date if Resignation\*

\_\_\_\_\_  
Reference Name

\_\_\_\_\_  
Position

#### AUTHORIZATION

I authorize you to furnish Spectrum with information concerning my previous employment record, job performance and character, and I release you from liability for providing this information.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\*\*\*\*\*

	Excellent	Good	Fair	Poor	Don't Know	Comments
Skills in working with people						
Skills in supervising people						
Judgment in decision making						
Honesty/Integrity						
Ability to accept supervision						
Technical skill						
Attendance/Punctuality						
Quality of Work						
Initiative						
Professional Demeanor						
Care of Equipment						
Ability to perform job duties						
Work with multiple priorities						
Ability to meet deadlines						
Assessment of good moral character						

#### COMMENTS:

Position held by Applicant: \_\_\_\_\_ Relationship to Applicant: \_\_\_\_\_

Would you rehire Yes \_\_\_ No \_\_\_ If no, give reason: \_\_\_\_\_

\_\_\_\_\_  
Signature of Reference

\_\_\_\_\_  
Date

Recorder of reference by telephone: \_\_\_\_\_

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

\*Information given by applicant verified? Yes \_\_\_ No \_\_\_