



Reference Request

To: _____

Date: _____

Ashley House is a non-profit home health agency/foster home for medically fragile children. We try to hire the most qualified staff and those most suited to our unique work environment. We appreciate your honest reference and will reciprocate if you need references in the future. Thank you for your time and help.

Applicant Release: Please furnish Ashley House with information relating to my employment as indicated below. A statement of your opinion of my work and attendance record while in your employ will facilitate my application. I hereby authorize you to give any information regarding me that may be asked for on this application. I release you from all liability for any damage, both legal and otherwise, for issuing this information.

Signature of Applicant

Date

Printed Name of Applicant

Applicant: _____ **Position Desired:** _____

Dates in your employ: From: _____ To: _____

Positions Held: _____

Major Responsibilities: _____

Knowledge Base: _____

Quality of work: _____

Attendance/punctuality: _____

Initiative: _____

Attitude: _____

Relationships with patients: _____

Professional appearance: _____

Overall performance: _____

Reason for leaving: _____

Would you re-employ? Yes No Because: _____

Other comments: _____

Signature of Person Completing Form

Date

Printed Name & Title of Person Completing Form