

REFERENCE REQUEST FORM

Reference sent to:

_____ has applied for an Intern position with our agency and listed you/your company as a reference. Please fill out the form below and return it in the envelope provided. Your response will be confidential. Thank you for your reply.

1. Time frame individual was employed / volunteered at your agency:

2. Position: _____

3. Title: _____

4. Reason for leaving: _____

5. Would you accept again as employee / volunteer? ____ Yes ____ No

	Superior	Above Average	Average	Below Average
Attitude				
Punctuality				
Attendance				
Initiative				
Cooperation				
Dependability				
Respect for Others				
Responsibility				
Team work				
Leadership				

Completed by: _____
PRINT NAME AND TITLE

SIGNATURE

DATE

Reference requested by: Heidi Lamb, Resource Development Coordinator

SIGNATURE

DATE