## **SUNSET HOME**

114 College Avenue Waterville, Maine 04901 (207) 872-8414 FAX (207) 877-8301

# Release of Confidential Reference Information REFERENCE REQUEST

has applied for employ	ment as a	
(Applicant) and has voluntarily submitted your name for reference p	(	(Position)
and has voluntarily suchmitted your name for reference p	ourposes.	
Applicant's Name:		
Applicant's Name: Last four digits of applicant's Social Security #:		
Employer:		
Employer's Phone Number:	_	
Address:		
Supervisor's Name & Title:		
Position Applicant Held:		
Waiver		
This reference request authorizes the employer listed ab	ove to release to Sunse	t Home all
information in their possession regarding any aspect of		
offer their opinions regarding my performance. I hereby		
company or institution and all individuals connected the		
resulting from the providing of information or opinions		
		_
Applicant's Signature	Date	
Sunset Home Representative	Date	_
Person Giving Reference:	Title·	Date:
Total diving retrience.	1100.	
Applicant's Employment Dates: Date of Hire	Date of Termination	
Is Applicant Eligible for Rehire: YESNO		
Reason for Applicant Leaving:		
Please indicate with an "X" the applicant's performance rating	:	
Excellent Good	Fair	Poor
Accepts Supervision		
Is Cooperative		
Takes Initiative		
Work Quality		
Attendance		
Additional Comments:		

Sunset Home Employee (If reference taken over the phone):

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and has voluntarily submitted your name for reference J	purposes.	
A 1' (2 N)		
Applicant's Name:Last four digits of applicant's Social Security #:		
Employer:		
Employer's Phone Number:	_	
Address:		
Supervisor's Name & Title:		
Position Applicant Held:		
***		
Waiver	. 1 . 0	. TT 11
This reference request authorizes the employer listed ab		
information in their possession regarding any aspect of		
offer their opinions regarding my performance. I hereb	=	
company or institution and all individuals connected the		
resulting from the providing of information or opinions	requested by this form.	
A 1' (2 G' )		_
Applicant's Signature	Date	
Sunset Home Representative	Date	_
	mi d	<b>.</b>
Person Giving Reference:	Title:	Date:
A 1' 42 E 1 4 D 4 D 4 CH'	D ( CT : /:	
Applicant's Employment Dates: Date of Hire	_Date of Termination	<del></del>
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D f A!: I!		
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Takes Initiative		
Work Quality		
Attendance		
Additional Comments:		
Additional Comments.		

Sunset Home Employee (If reference taken over the phone):

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Address:		
Supervisor's Name & Title:		_
Position Applicant Held:		
Waiver		
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Sunset Home Representative	 Date	_
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