

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 employment as a _____
(Applicant) (Position)
and has voluntarily submitted your name for reference purposes.

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 above to release to Sunset Home all information in their possession regarding any aspect of my employment with them, as well as to offer their opinions regarding my performance. I hereby release the addressed individual company or institution and all individuals connected therewith from all liability and all claims resulting from the providing of information or opinions requested by this form.

Applicant's Signature Date

Sunset Home Representative Date

Person Giving Reference: _____ Title: _____ Date: _____

Applicant's Employment Dates: Date of Hire _____ Date of Termination _____

Is Applicant Eligible for Rehire: YES _____ NO _____

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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Please indicate with an "X" the applicant's performance rating:

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