



tel. 508-947-0600 www.saferplacesinc.com

Reference Request & Release

This section to be completed by Applicant:

To Whom It May Concern:

I have applied for a position as _____ with _____. I hereby authorize you to release to them, and their agent, SAFER PLACES, Inc., information pertaining to my employment with your company, including dates of employment, salary, duties performed, personal characteristics, reason for separation and eligibility for re-hire. Thank you for your full and prompt cooperation.

Name (Print or Type)

Signature

Date

This section to be completed by Safer Places Inc., Past Employer or Current Employer:

The above named person has applied for employment and has above given us permission to obtain the following information. Your cooperation in answering the following questions candidly is appreciated. We have enclosed a self-addressed, stamped envelope to facilitate returning the form to us at your earliest convenience (or you may fax it to us at 508-947-0699).

Employer _____ Position Held _____

Supervisor Name _____ Dates Employed _____

Salary _____ Reason for Leaving: _____

Job Responsibilities: _____

Performed Duties as Required? _____ Gets Along with Others? _____

Dependability/Attendance: _____ Any Problems w/ workplace violence? _____

Strengths/Skills _____

Weaknesses _____

Problems Which Might Affect Applicant's Performance _____

Written and Oral Communication Skills _____

Ability to Plan and Meet Schedules _____

Does Applicant Exhibit Leadership Qualities? _____ Is Applicant Eligible for Re-hire? _____

Additional Comments: _____

Signature _____ Title _____ Date _____

Office Use: Reference by Mail/Fax
 Reference by Phone obtained by: _____

Information supplied by: _____