

Child & Family Development Programs

Pre-Employment Reference Form

Form 1-58

Applicant: Please complete one form for each reference; provide at least three references; and include at least two supervisors.

Section 1: Applicant Information

Last Name	First Name	Middle Initial
Position Applying For		

Section 2: Reference Contact Information

Contact Person	Relationship to Applicant	Title
Company Name/Address		
Phone Number	Fax Number	Email Address

Section 3: Reference Information

Position Held	Dates of Employment	Reason for Leaving
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Applicant: Please rate yourself on the following skills, and Child & Family Development Programs will follow up with the designated person above to confirm the information you provide.

Attendance	Excellent	Good	Fair	Poor
Relationships w/Children	Excellent	Good	Fair	Poor
Co-Worker Relationships	Excellent	Good	Fair	Poor
Communication	Excellent	Good	Fair	Poor
Follow-Through	Excellent	Good	Fair	Poor
Dependability	Excellent	Good	Fair	Poor
Work Ethics	Excellent	Good	Fair	Poor
Self-Starter	Excellent	Good	Fair	Poor
Decision Making	Excellent	Good	Fair	Poor
Honesty/Integrity	Excellent	Good	Fair	Poor
Flexibility	Excellent	Good	Fair	Poor
Empathy	Excellent	Good	Fair	Poor

REFERENCE Use Only			
Agree		Disagree	
Agree		Disagree	
Agree		Disagree	
Agree		Disagree	
Agree		Disagree	
Agree		Disagree	
Agree		Disagree	
Agree		Disagree	
Agree		Disagree	
Agree		Disagree	
Agree		Disagree	

COMMENTS:

Section 4: Release of Information

I, _____, hereby give my permission to Child & Family Development Programs to verify my current and past employment history. Please release all information necessary regarding my employment or your personal knowledge of myself to Child & Family Development Programs.

Signature	Date
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Section 5: Signature of Person Verifying Reference Information

Signature	Date	Title
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