

Bigfork Valley
CONFIDENTIAL REFERENCE REQUEST

Concerning (name) _____

Address _____

I hereby authorize the facility/institution/individual named below to release all information requested on this confidential reference request.

Applicant's signature _____

This notice is being sent to verify previous employment or to request a personal reference for the above-named applicant. Your evaluation of him/her will be sincerely appreciated and will be held in confidence. As the applicant's employment is pending, an early reply is greatly appreciated. Thank you.

EMPLOYMENT VERIFICATION

Employer Name and Address: _____

Dates of Employment: From _____ To _____ Position held _____

Duties and Responsibilities: _____

Reason for Leaving: _____

Would you rehire? _____

Comments: Attendance _____ Initiative _____

Quality of work _____ Cooperation _____

Other: _____

Signature: _____

PERSONAL REFERENCE

Your Name: _____

Relationship to candidate: _____

Comments: Dependability _____ Initiative _____

Knowledge of work habits: _____ Honesty _____

Cooperation: _____

Other: _____

Signature: _____

Please mail or fax this form to:
Bigfork Valley, Human Resources Department, P.O. Box 258, Bigfork, MN 56628
Fax: (218) 743-3559
Thank you!

HR Personnel Signature: _____
Bigfork Valley

IF MORE SPACE IS NEEDED, PLEASE USE REVERSE SIDE

