

**HUMAN RESOURCES CENTER
118 EAST COURT STREET
PARIS, ILLINOIS 61944
REFERENCE REQUEST/PERMISSION FORM (1 of 3)**

I, _____, hereby give my permission to the following person and/or employer to release information concerning my employment and/or personal characteristics and my ability to perform the job for which I have applied.

Reference Name: _____

Address: _____

Phone : _____

Applicant Signature: _____ Date: _____

Reference Check Form

(To be completed by HRC Supervisor if done by telephone)

Your name/Company has been given for a reference check on _____ who has applied for the position of _____. We would appreciate your appraisal of this person. Your reply will be treated confidentially.

1. How long have you known applicant? _____

2. In what capacity have you known the Applicant? _____

Check Appropriate Description	To 10%	Above Average	Average	Below Average	Unknown
1. Ability to perform job applied for					
2. Dependability/work attendance					
3. Self-confidence and maturity					
4. Ability to work with others					
5. Adaptability					
6. Communication Skills					
7. Motivation and enthusiasm					
8. Candidates overall potential					

Other Comments:

Signature: _____ Date: _____

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