

# Request for Reference

Date: \_\_\_\_\_

Dear Reference Contact:

\_\_\_\_\_ has applied for a position with our organization. Due to the nature of our business, we are required to obtain references that not only verify information given to us by the applicant, but also address the applicant's performance and character. Please take a few moments to answer the following questions on the other side of this form and

**mail:** Human Resources, 2724 South Carey Street, Marion, IN 46953

**fax:** 765-664-6747

**email:** [recruitment@careyservices.com](mailto:recruitment@careyservices.com)

The information you provide will be held in strict confidence.

Thank you for providing information. If I may be of assistance to you, please contact our office at (888) 668-8961.

Human Resources Department

## Release of Information

I authorize Carey Services and its designated representatives to contact my current and former employers and references in order to investigate all pertinent information regarding my current and past employment and information contained on my application. I further authorize my current and former employers and personal reference to respond to the questions set forth by Carey Services and its designated representatives.

I am aware that Indiana law provides immunity to you and your organizations when you disclose information about me, unless disclosed was known to be false at the time of the disclosure.

In exchange for your cooperation, I hereby agree that I will not bring any suit or action against you or your organization, its officers or agents, for providing any requested information that is not known to be false at the time of providing it to Carey Services.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
SSN (optional)

TO BE COMPLETED BY REFERENCE:

\_\_\_\_\_  
**Applicants Name from your records**

\_\_\_\_\_  
**XXX-XX-  
SSN**

**Wage Information**    **Starting:** \_\_\_\_\_    **Ending:** \_\_\_\_\_

1. What were their dates of employment?    **From:** \_\_\_\_\_    **To:** \_\_\_\_\_

2. What was their Job Title?

\_\_\_\_\_

3. What was the reason for leaving?

\_\_\_\_\_

4. Are they eligible for rehire?

\_\_\_\_\_

5. Please identify characteristics that you would consider as strengths of this applicant:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Company**

\_\_\_\_\_  
**Phone Number**