

CARING for Children, Inc.
PO Box 19113
Asheville, North Carolina 28815
(828) 298-0186

Employment Reference Record

Part A - To be completed by the applicant

Employment reference for: _____

I have stated to CARING for Children, Inc. that I was employed by _____ from _____ to _____

phone number _____ as a _____ Contact name _____

I request that the following information be furnished by you for reference purposes to this employer, and I consent to your providing this information regarding my past employment, work performance, attendance record, abilities, and reason for my separation from employment. Further, I knowingly waive all rights to bring an action for defamation, invasion of privacy, or similar causes of action, against either CARING for Children, Inc. or you or previous employer in connection with providing information about my employment with this company.

Signature _____ Date _____

Part B - To be completed by CARING for Children for the individual named above (via telephone interview)

Confirmation of Work Dates: From: _____ To: _____

Description of Work Responsibilities: _____

According to our records, the above person left the organization for the following reason(s): _____

Is the candidate eligible for re-hire? Yes No

Please check below the rating that most accurately describes this individual:

	Exceptional	Satisfactory	Unsatisfactory
Work Quality			
Work Quantity/Initiative			
Cooperation with co-workers/supervisors			
Cooperation with clients/customers			
Attendance/Punctuality			
Supervision (if applicable)			

Comment on any of the above areas: _____

Were you the employee's supervisor? Yes No

Name _____ Title _____

Company _____ Signature _____

CFC Administrator Signature _____ Date _____