

Crossroads Mission Consent to Release Information Reference Check

Part A

(Please Print)

Employment Reference for: _____

I have stated to Crossroads Mission that I was employed by you as, _____
(Previous Title)

I am requesting that the following information be furnished by you for reference purposes to this employer, and I consent to you providing this information, regarding my past employment, work performance, attendance record, abilities, and the 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 Crossroads Mission or you or _____
(Name of Previous Employer)

in connection with providing information about my employment _____
(Name of Previous Employer)

Printed Name: _____

Signature: _____

Date: _____

PART B

To be completed by the employer providing the reference for the individual named above.

The person named above was employed as _____. From: _____ To: _____

Other Comments:

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

Check one: The above employee is eligible for rehire Not eligible for rehire

Please check below the rating that accurately describes this individual

	Exceptional	Satisfactory	Unsatisfactory
Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Ethic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Team Player	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cooperation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other remarks about the employee's job performance:

Were you the employee's supervisor? Yes No

Name: _____

Title: _____

Company: _____

Signature: _____

Date: _____