

Huntington Place LLC
 3801 N. Wright Road
 Janesville, WI 53546
 Telephone: 608-868-5035 x 330

To: Department Supervisor at Huntington Place
 Fax: (608) 868-5038
 Re: Employment Reference Check

Please assist me in obtaining employment with the above named company by providing them with the following information regarding my employment with you. When completed, fax this form to the person listed above. Thank you.

Current Name of Applicant _____

Names applicant might have been employed under _____

Position applying for at Huntington Place _____

Position while Employed: _____

Start Date: _____ End Date: _____

Reason for Termination: Resigned Left without Notice Discharged Retired

Other (explain) _____

Please rate the following:

Criteria	Excellent	Satisfactory	Unsatisfactory
Quality of Work			
Quantity of Work			
Attendance and Dependability			
Cooperation/Team Work			
Job Knowledge (learning and retention)			
Professionalism			

Comments:

Name of person completing reference check (please print) _____

Relationship to applicant _____

Company of person completing reference check _____

Daytime Phone Number _____

Signature _____ Date _____