

REQUEST FOR EMPLOYMENT REFERENCE

Date: _____

To: _____ (name)
_____ (address)

From: _____ (name)
_____ (address)

Your firm has been listed by _____ as a prior employer.
This applicant has applied to us seeking a position as
_____.

We are requesting a reference on the above applicant including the interval in which the applicant was employed by you, the date upon which the individual left your employment, a rating of his/her performance, and the reason the individual left your employ.

Enclosed is a consent form executed by the above applicant.

Signature