

**AGENCY**

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

<b>TO:</b>	<b>From:</b>
<b>Fax #:</b>	<b>Phone #:</b>
<b>Phone #:</b>	<b>Fax #:</b>

Dear Sir/Madame:

Your organization has been named as a reference for the below named individual. Please complete the information below indicated with an \* and return to the fax number above. Thank you for your time.

**REFERENCE CHECK**

APPLICANT INFORMATION:

I, \_\_\_\_\_, request \_\_\_\_\_  
to release information below in providing reference to \_\_\_\_\_

**Signature of Applicant:** \_\_\_\_\_

Dates of Employment provided by applicant: \_\_\_\_\_

Organization Phone#: \_\_\_\_\_

\* Name of Person providing reference: \_\_\_\_\_

\* Dates of Employment Verified:    Yes    No    Dates were: \_\_\_\_\_

\* Employee is Eligible for Re-hire:    Yes    No    If "No", what is the reason: \_\_\_\_\_

\* Employee Work History: \_\_\_\_\_ It is against organizational policy to release this information

TRAIT	Yes	No	TRAIT	Yes	No
Punctual			Positive Work Relationships		
Positive Attitude					

For telephone references:

Signature of AGENCY staff taking reference: \_\_\_\_\_ Date: \_\_\_\_\_

**Facsimile Confidentiality Information**  
**NOTICE TO RECIPIENT**

As a recipient of this information, you are prohibited to further disclosure without the specific written consent of the person to whom it pertains, or as otherwise permitted by State Law, Federal Regulations or HIPAA Privacy Standards.

**IMPORTANT CONFIDENTIALITY NOTICE!!!!**

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