

Copper Country Mental Health Services  
**REFERENCE REQUEST**

I have applied to Copper Country Mental Health Services for employment, and I desire that they be fully advised of my record with former employers. I therefore, respectfully request that you furnish the necessary information concerning my employment with your organization, and I hereby release you from any and all liability of damages for providing the information requested.

Applicant name \_\_\_\_\_ Social Security Number \_\_\_\_\_ Signature of applicant (to be signed in ink) \_\_\_\_\_

\* NOTE: Applicant please complete address on opposite side

Dear (Supervisor name): \_\_\_\_\_ (Company): \_\_\_\_\_

Phone Number ( ) \_\_\_\_\_

We would appreciate your replies to the following questions and returning the card to us. You may be assured that all information will be held in strict confidence for our own use and benefit, without prejudice or liability on your part.

Position Held: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Nature of Applicant's Work: \_\_\_\_\_

Did Applicant's position entail recordkeeping? \_\_\_ Yes \_\_\_ No

If Yes, was it \_\_\_ Complete \_\_\_ Accurate \_\_\_ Neat

Did applicant have custody of \_\_\_ Money \_\_\_ Merchandise \_\_\_ Valuables

Were all properly accounted for? \_\_\_ Yes \_\_\_ No If not, please explain \_\_\_\_\_

Was applicant absent? \_\_\_ Never or Rarely \_\_\_ Occasionally \_\_\_ Repeatedly

Reason for termination \_\_\_ Laid off \_\_\_ Resigned \_\_\_ Discharged \_\_\_ Other, explain \_\_\_\_\_

Would you re-employ? \_\_\_ Yes \_\_\_ No If not, please explain \_\_\_\_\_

	Excellent	Good	Fair	Poor		Excellent	Good	Fair	Poor
Honesty	_____	_____	_____	_____	Personal Habits	_____	_____	_____	_____
Work Quaiity	_____	_____	_____	_____	Driving Skills	_____	_____	_____	_____
Cooperation	_____	_____	_____	_____	Attitude Toward				
Dependability	_____	_____	_____	_____	Company	_____	_____	_____	_____
Safety Habits	_____	_____	_____	_____					

Comments/Remarks: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Thank you for your assistance. The Human Resources Department of Copper Country Mental Health.

COPPER COUNTRY MENTAL HEALTH SERVICES  
ATTN: HUMAN RESOURCES  
901 W MEMORIAL RD  
HOUGHTON MI 49931

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901 W. Memorial Road  
Houghton, MI 49931