

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 (signed in ink)

*NOTE: Applicant please complete address on opposite side

Dear (Supervisor name): (Company): (Phone Number of Supervisor):

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 no, please explain:

Was Applicant absent/tardy: Never/Rarely Occasionally Frequently

Reason for termination: Laid off Resigned Discharged Other, Explain

Would you re-employ? Yes No If no, please explain:

Table with 2 columns of performance metrics (Honesty, Work Quality, Cooperation, Dependability, Safety Habits, Personal Habits, Driving Skills, Attitude toward Company) and 4 columns of ratings (Excellent, Good, Fair, Poor).

Comments/Remarks

Signature: Title:

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

REFOLD, TAPE AND RETURN TO CCMHS