

# E X C E L   H E A L T H C A R E   S E R V I C E S

## EMPLOYMENT REFERENCE FORM

[\* - fill in the required]

\*Name of Employer: \_\_\_\_\_ \*Position: \_\_\_\_\_

\*Address: \_\_\_\_\_

\*Department: \_\_\_\_\_ \*Supervisor: \_\_\_\_\_

\*Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

The person whose signature appears beneath mine has applied to Excel Healthcare Services for employment and has submitted your name as a former employer for reference purposes. The serious nature of our responsibility to our clients is such that any consideration of the individual by Excel Healthcare Services is dependent upon receipt of satisfactory references. We would, therefore, appreciate your cooperation in replying to the questions below. Please be assured that your response will be kept in the strictest confidence. Thank you in advance for this courtesy.

\_\_\_\_\_  
*Agency Rep.*

I hereby authorize you to fulfill the above request for information.

\_\_\_\_\_  
**Applicant's Signature/Date**

\*Applicant's Name \_\_\_\_\_

\*Social Security #: \_\_\_\_\_

\*Position held in your employ: \_\_\_\_\_

\*Unit/Area worked: \_\_\_\_\_

\*Employment dates: From \_\_\_\_\_

\*To: \_\_\_\_\_

Did applicant resign or was he/she terminated \_\_\_\_\_

Eligible for rehire?    Yes     No

\*Reason for leaving \_\_\_\_\_

Was this a travel assignment?    Yes     No

**PERSONAL EVALUATION:**

VERY GOOD

SATISFACTORY

FAIR

POOR

	<u>VERY GOOD</u>	<u>SATISFACTORY</u>	<u>FAIR</u>	<u>POOR</u>
Quality of work				
Flexibility				
Attitude				
Emotional Stability				
Adaptability to work under pressure				
Dependability / Attendance / Punctuality				
Cooperation / Ability to get along with others				

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# EXCEL HEALTHCARE SERVICES

## CHARACTER REFERENCE VERIFICATION

[\* - fill in the required]

\*Applicant Name: \_\_\_\_\_ \*Position: \_\_\_\_\_

\*Character Reference Name: \_\_\_\_\_ \*Phone: (\_\_\_\_) \_\_\_\_\_-\_\_\_\_\_

*Please answer all questions and provide additional information as requested*

- 1) Are you related to the applicant?  Yes  No If yes, please explain: \_\_\_\_\_
- 2) How many years have you known applicant? \_\_\_\_\_
- 3) In what context have you known applicant (supervisor, colleague, friend, etc) \_\_\_\_\_  
\_\_\_\_\_

*Please answer all questions to the best of your knowledge*

- 4) Have you ever had to question the applicants reputation for:
  - a. Honesty  Yes  No  Don't know
  - b. Trustworthiness  Yes  No  Don't know
  - c. Diligence  Yes  No  Don't know
  - d. Reliability  Yes  No  Don't know
  - e. Good character  Yes  No  Don't know
  - f. Maturity  Yes  No  Don't know

*Please indicate your overall recommendation for this applicant*

- highly recommended  Recommended, but with reservations  
 Recommended  not recommended

### For Internal Use Only

Results: \_\_\_\_\_

Date Checked: \_\_\_\_/\_\_\_\_/\_\_\_\_ by Phone  by Mail  by Fax

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_