

# Confidential Employment Reference Request

Licking County Board of  
Developmental Disabilities  
116 N. 22<sup>nd</sup> St.  
Newark, Ohio 43055  
Phone: (740) 349-6588  
Fax: (740) 344-2787

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

## To Whom It May Concern:

The applicant named below has submitted an application for employment and has provided LCBDD with your name as an employment reference. We would appreciate your time and consideration in completing the questions below and on the opposite side. **Please return this form by fax or mail to: Louise Decker.** Thank you.

Company Name: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Contact Name, Phone, Fax: \_\_\_\_\_

## To be completed by applicant:

**Applicant's name:** \_\_\_\_\_

I hereby request and authorize the Licking County Board of DD to obtain all information regarding my service, character, performance, and conduct from any and all of my former employers listed on my application.

I further release LCBDD and any former employers contacted, from any liability or damages that may result from the exchange of information requested.

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

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

## To be completed by former employer:

**Dates of employment:** \_\_\_\_\_

**Position title:** \_\_\_\_\_

**Primary responsibilities:** \_\_\_\_\_

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

**Special training:** \_\_\_\_\_

## Points of Reference

1. **Quality of Work:** Consider the quality of work produced as well as accuracy, timeliness, and thoroughness.

Excellent  Good  Below

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

2. **Productivity:** Consider the ability to produce quantity of accepted work which meets organizational standards.

Excellent  Good  Below

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

3. **Position knowledge:** Consider the knowledge of duties and responsibilities.

Excellent  Good  Below

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

4. **Professionalism:** Consider the integrity and ethics demonstrated in the discharge of duties.

Excellent  Good  Below

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

5. **Attendance:** Consider overall attendance and punctuality.

Excellent  Good  Below

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

6. **Initiative:** Consider the extent of ownership assumed and ability to work with minimal supervision.

Excellent  Good  Below

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

7. **Communication:** Consider the effectiveness of verbal, written, and interpersonal communication skills.

Excellent  Good  Below

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

8. **Working Relationships:** Consider the ability to develop and foster positive rapport with internal and external customers.

Excellent  Good  Below

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

## Overall Rating

Your overall rating:  Excellent  Good  Below

Would you re-hire this applicant?  Yes  No **Why not?** \_\_\_\_\_

Signature & Title: \_\_\_\_\_

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