



9317 Owings Choice court, Owings Mills, MD 2117. Tel: 4438982660,4438585288

Employee Reference Form

Authorization to Release Inform

I hereby authorize all my former employers, school officials and individuals to provide Divine Heritage Inc. any and all information concerning my prior employment or any pertinent information that may exist. I release all parties and persons from all liabilities for any damage that result from furnishing such information.

Name:

signature:

Date:

Completed by applicant

Name:	Social Security:
Company:	Phone:
Supervisor/Manager	Employment from:
Job Title:	Final base salary:
Duties	

Completed by HR:

Person contacted:
Position Title:
Position Title:
Reason for termination:
Eligibility for rehire. Yes () No ()
If not, why not?

Please comment on the following

Performance comment:	()Excellent	()Good	()Fair	()Poor
Dependability comment:	()Excellent	()Good	()Fair	()Poor:
Cooperation comment:	()Excellent	()Good	()Fair	()Poor
Responsibility comment:	()Excellent	()Good	()Fair	()Poor
Safety comment:	()Excellent	()Good	()Fair	()Poor

Additional comments regarding specific skills and/or abilities

Completed by:

Date:

Call Attempts: