# For The Children Inc.
### A place where children come first

# Job Applicant Reference

***Please use the same names of references listed on Employment History Check***

Please Print of Type:

Name/Address of Evaluator

Reference for Job Applicant
NAME:

**The above candidate has applied for a position with For The Children Inc. and has provided your name as a reference. This reference form will be included in the applicant's file for review by appropriate supervisors and also may be shown to the applicant upon request. Your prompt reply will be appreciated. Please return the completed form in the enclosed envelope.**

**I authorize you to provide For The Children Inc. with information regarding my suitability for employment. Your prompt reply will be appreciated. Please return the completed form in the enclosed envelope.**

SIGNATURE OF APPLICANT                                      DATE

**PLEASE EVALUATE AND CHECK AS MANY ITEMS IN THE FOLLOWING SECTION AS YOUR KNOWLEDGE OF THE APPLICANT WILL JUSTIFY.**

| Professional Traits | Excellent | Good | Average | Below Average | Unacceptable | Not observed |
|---|---|---|---|---|---|---|
| General Appearance | | | | | | |
| Attendance/Punctuality | | | | | | |
| Language and Communication Skills | | | | | | |
| Dependability/Reliability | | | | | | |
| Adaptability/Flexibility | | | | | | |
| Job Enthusiasm | | | | | | |
| Personal Initiative | | | | | | |
| Judgement/Common Sense | | | | | | |
| Self-Control | | | | | | |
| Leadership | | | | | | |
| Ability to Work with Others | | | | | | |
| Ability to Accept Criticism | | | | | | |
| Accuracy and Punctuality | | | | | | |
| Overall Job Performance | | | | | | |

## PLEASE COMPLETE APPLICABLE INFORMATION BELOW

1.  I HAVE KNOWN THE APPLICANT: **(Circle One)**
    As a student     As an employee     Personally.

    / _____ To _____ /
    Month     Year          Month     Year

2. Applicant is best suited for what position?

3. If former employee, why did the applicant leave your employ?

4. Please provide any additional information on applicant we may need to know as a prospective employer (use reverse side if necessary)

5. Do you prefer that we call you? _____ Yes _____ No
Telephone:

6.  Dates of Employment or time you have known applicant:

7.  Applicant position or job title:

8. Your title at the time you supervised this applicant:

9 Would you consider hiring (rehiring) this applicant?
**(Circle One)**          Yes  No

10. Does company policy prohibits rehiring?
    **(Circle One)**     Yes  No
**Please Sign:**

**Name**

**Position/Title**                                      **Date**

FTCrevised 11-19-2015 Purpose: Add new logo