



Request for References

Date: _____

Company: _____

Re: _____

To Whom It May Concern:

I, _____, with the Affordable Inns, am requesting former employment information for _____. If you could please fill in the information needed below regarding said employee above, it would be much appreciated.

Position held within your company: _____

Employed From: _____ to _____

Final Pay: _____ SSN: _____ - _____ - _____

Please rate the applicant on the basis of his/her employment with you (good/fair/poor):

Ability: _____ Conduct: _____ Attitude: _____

Efficiency: _____ Attendance: _____ Punctuality: _____

What was the reason for termination? _____

Would you rehire? Y / N

Signature

Title

PLEASE NOTE THAT ANY INFORMATION OBTAINED IS CONFIDENTIAL. THE ONLY INFORMATION THAT CAN BE EXPECTED IS: VERIFICATION OF EMPLOYMENT DATES AND BEGINNING/ENDING JOB TITLES AND SALARY. This form is to be used for information purposes only. Information given to a requesting party must be limited to verification of employment dates and beginning/ending job titles and salary.