



EMPLOYEE REFERENCE FORM

NOTE: THIS FORM SHOULD BE USED FOR VERBAL AND/OR WRITTEN REFERENCE

I hereby authorize _____ to release the following confidential
(Person, agency, or facility)

information to **SALEM TERRACE, 1851 HARROGATE DR, SALEM, VA 24153** for employment verification and reference purposes.

Employee Signature

Date

TO:

DATE:

The applicant listed below is being considered for employment. This applicant indicates that dates of employment with you were _____ to _____, and the position held was _____.

A confidential reply to these questions, at your earliest convenience, will be appreciated.

Sincerely,

(Title)

Applicant: _____

Position Desired: _____

PREVIOUS EMPLOYMENT

Job Title: _____

Employment Dates: From _____ to _____

Reason for Termination: _____

Circumstances Surrounding Involuntary Termination (if applicable): _____

Would you re-employ? Yes No