

**REFERENCE SHEET
CONFIDENTIAL INFORMATION**

1. Name: _____

2. Employment History:

Name of Organization _____

Dates of Employment: From _____ To _____

Position Held: _____

Salary: Starting _____ Final _____

Attendance Record: _____

Reason for Leaving: _____

Would you rehire this former employee? ____ Yes ____ No

3. Training Completed:

Identify any training completed by this individual while in you employ

4. Work Habits:

Describe the quality of work performed by this individual: _____

5. Verification of special requirements: (Identify date issued)

Licensed Held _____

Certificate _____

Degree _____

6. Name of Individual providing reference and title:

7. Additional reference comments: _____

NOTE: Questions 1-6 are in compliance with DHRM Hiring Policy 2.10

Verified by: _____

Date: _____