



Purchase Community, Inc. • 3095 Purchase Street • Purchase NY 10577 • T. 914.949.2636 • F. 914.949.0955 • www.purchasehouse.com

REFERENCE FORM

This form is to be completed by the person providing reference, NOT the Applicant. Family members are not permitted to provide references for prospective employees.

Name, Address and Phone of person providing reference:

Name: _____

Street: _____

City: _____ State: _____ Zip: _____

Daytime Phone (Cell or Work): _____ Home Phone: _____

Name of Applicant you are providing a reference for: _____

Please answer the questions below to the best of your knowledge. All information will be treated with the strictest confidence. Please note that we are required to contact you for a verbal confirmation of your written recommendation. Thank you for your courtesy and cooperation.

Basis for Ratings and Remarks:

1) How long have you known the applicant? _____

2) Check the relationship you base your rating on: Personal Family School Professional

Please Describe: _____

3) If candidate has been employed by you, please indicate:

Dates of Employment: _____

Capacity in which employed: _____

Reason for leaving: _____

Would you rehire? _____

General Characteristics: (Check appropriate responses)

	CHARACTER TRAIT	NO OPINION	POOR	FAIR	GOOD	EXCELLENT
1	Decision Making					
2	Common Sense					
3	Responsibility to obligations					
4	Loyalty					
5	Cooperation					
6	Maturity					
7	Emotional Stability					
8	Leadership Qualities					
9	Creativity					
10	Reliability					
11	Interpersonal Qualities					

****PLEASE COMPLETE REVERSE SIDE****



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REFERENCE FORM (PART 2)

Applicants Name: _____

If this person were an applicant for a position working with children, would you, without reservation employ him/her? Yes _____ No _____

COMMENTS: _____

Signature

Title

Date

MAIL TO: PURCHASE COMMUNITY, INC.
 3095 PURCHASE STREET
 PURCHASE, NEW YORK 10577

OR

FAX TO: 914-949-0955

EMAIL TO: office@purchasehouse.com

Office Use Only - Verbal Verification

Date:		TEAM Member:	
Results:			

****PLEASE COMPLETE REVERSE SIDE****