

# REFERENCE WORKSHEET

DATE: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Reference's Name: \_\_\_\_\_

1. Please tell me when the applicant worked for you.

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2. What was his/her job title? What were his/her job duties?

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3. What can you tell me about his/her job performance?

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4. Was s/he on time to work? Were there any problems with not showing up or taking too much time off?

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5. Do you consider him/her to be an honest person?  Yes  No

Comment: \_\_\_\_\_

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6. How well did s/he take supervision and criticism?

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7. Would you recommend him/her for a job as a homecare worker?

Yes  No Please explain why or why not:

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8. Would you rehire this person?

Yes  No  Maybe (explain)

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Thank you for your information.

Sincerely,

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(Employer Name)

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(Street Address)

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(City/State/ZIP)

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(Employer phone number)