Macas Home Care LLC

Prior Employment Reference Verification

Date: _____ Please check method of gathering reference data: ❒ Verbal ❒ Mail

Attention: _____ Previous Employer: _____

The individual named below is applying for a position as _____ and has given you as a reference. As we place great importance on the thorough screening of all our applicants, we would appreciate a prompt and thoughtful response.

Thank you in advance. _____

Macas Home Care LLC Representative

Applicant: _____

Last *First* *Mi* *Maiden*

Position Held: _____

I hereby release from all liability the above referenced organization and authorize release of all information requested regarding my employment. I understand that this information may be released to clients of Macas Home Care LLC and other requesting third parties on a need-to-know basis. I also release Macas Home Care from all liability from disclosure of this information.

Applicant Signature: _____ Date: _____

1. Please confirm the applicant's employment. From (date): _____ To (date): _____
2. Please confirm applicant's job title: _____
3. Please confirm applicant's pay rate: _____
4. Please comment on the applicant's attributes using the following scale:

4 = Excellent 3 = Good 2 = Fair 1 = Poor N/A = Not Applicable

Quality of Work: _____

Knowledge and Skills: _____

Reliability and Attendance: _____

Cooperation: _____

5. Please indicate specialty areas in which the applicant has had experience: _____

_____

6. Please describe the major job responsibilities in this position: _____

_____

7. Is applicant eligible for rehire: ❒ Yes ❒ No
8. Would applicant be a good match for this position (Macas vacancy)? _____

_____

_____

(Attach additional sheets if necessary)

_____	_____	_____	_____
Signature	Position/Title	Date	Time