

REFERENCE REQUEST

APPLICANT

This reference request should be provided to a person who has personal knowledge about your employment history, education or character and can attest to your ability to provide services. Two references should be from former/current employers. References **CANNOT** be from family members. Please fill in your name below and give to the person you are requesting a reference from. Instruct the person to mail this Reference Request back to the Division of Developmental Disabilities (DDD).

APPLICANT'S NAME (Last, First, M.I.) _____
 APPLICANT'S ADDRESS (No., Street, City, State, ZIP) _____
 APPLICANT'S PHONE NO. _____

PERSON PROVIDING REFERENCE

Please complete the questions listed below keeping in mind that Home and Community Based Services (HCBS) may be performed unsupervised in the home of the person with developmental disabilities or in the residence/facility of the applicant. Your time and effort in completing this form is appreciated and strict confidentiality in regard to your responses will be observed within the provisions of the law.

This reference request **MUST** be returned to the HCBS local office listed on the reverse. If mailing, fold this form in half with the DES/DDD address on the outside, seal lower edge (**NO STAPLES**), attach stamp and mail.

PRINT PERSON'S NAME PROVIDING REFERENCE (Last, First, M.I.) _____
 ADDRESS (No., Street, City, State, ZIP) _____
 DAYTIME PHONE NO. _____
 EVENING PHONE NO. _____
 STATE THE LENGTH OF TIME YOU HAVE KNOWN THE APPLICANT _____
 Years: _____ Months: _____
 TYPE OF ACQUAINTANCE (Check all that apply) _____

Supervised applicant Worked with applicant Friend Neighbor Other: _____
 INDICATE YOUR FEELINGS ON HOW YOU BELIEVE THE APPLICANT WILL RELATE TO INDIVIDUALS WITH DEVELOPMENTAL DISABILITIES. DESCRIBE YOUR KNOWLEDGE OF ANY CHARACTERISTICS AND/OR SPECIAL TRAINING/EDUCATION THAT THE APPLICANT MAY HAVE FOR WORKING WITH THESE INDIVIDUALS.

INDICATE IF YOU HAVE ANY REASON TO BELIEVE THAT THE APPLICANT WOULD NOT BE SUITED TO PROVIDE SERVICES TO INDIVIDUALS WITH DEVELOPMENTAL DISABILITIES.

IF THE APPLICANT WAS A FORMER EMPLOYEE, WOULD YOU REHIRE THIS PERSON? No Yes N/A If no, why not? _____

ADDITIONAL COMMENTS WHICH WILL HELP IN EVALUATING THIS APPLICANT _____

PERSON'S SIGNATURE PROVIDING REFERENCE _____
 DATE _____

FOR OFFICE USE ONLY

INTERVIEWED BY PHONE No Yes
 PRINT INTERVIEWER'S NAME (Last, First, M.I.) _____
 INTERVIEWER'S SIGNATURE _____
 DATE _____

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