



The Arc Of Baltimore Reference Check Form

You Must Provide Two Professional References For Verification

Consent to Contact Past Employers

I (please print) _____ give permission to the Arc of Baltimore to contact all my prior employers I have provided services to for references. I further give consent to release information orally or in writing, and hereby release from all liability.

Signature

Date

Professional References Only (No family or friends)	
Name of Business:	Telephone
Address:	Supervisor Name /Title
Position Held:	Job Duties:
Employee Hire Date:	Salary
From: _____ / _____ Month Year TO: _____ / _____ Month Year	Starting Salary _____ per _____ Ending Salary _____ per _____
This Section not for Applicants	
Performance	
How would you describe his/her communication style?	
What do you consider to be his/her greatest achievement or accomplishment?	
What are his/her Strength and or Weakness ?	
Everyone has an area in which they need to improve in order to be more effective on a day-to-day basis? What is his/her area?	
On a scale of one to 10 with 10 being high and can work without supervision , how would you rate in the following areas:	
Ability to work in a team _____	Ability to take on responsibility _____
Ability to follow instructions _____	Overall attitude _____ Degree of supervision needed _____
How would you rate his/her attendance? Excellent ___ Very Good ___ Good ___ Poor ___	
Overall Performance	
Exceptional _____ Very Good _____ Satisfactory _____ Some Reservation _____ Unsatisfactory _____	
If you had an opening, would you rehire? Yes _____ No _____	

Fax To: Attn _____ Number _____

Verified By _____ **Title** _____ **Date** _____

Return Fax: Attention Human Resource: 410-296-6891