

Calvary Fellowship Homes



RETIREMENT COMMUNITY
 502 Elizabeth Drive, Lancaster, Pennsylvania 17601
 Telephone: 717-393-0711 Fax: 717-393-0998

TO: _____ RE: _____

To Whom It May Concern:

The person named above has applied for a position with us and lists your organization as a current or former employer. We would appreciate your completing this form concerning the time of employment with you. Consideration of this candidate will await your reply. If there is any information you wish to give us and would prefer to discuss it over the telephone please don't hesitate to call me. All information submitted will be held in strict confidence.

We thank you in advance for your reply.

Sincerely,

Carol Bazzel
 Director of Human Resources

I hereby release from all liability any current or former employer, and authorize them to release all information regarding my employment with them.

Applicants signature _____ Social Security Number _____ Date _____

	Poor	Fair	Average	Very good	Excellent
Quality of work	_____	_____	_____	_____	_____
Quantity of work	_____	_____	_____	_____	_____
Job knowledge	_____	_____	_____	_____	_____
Cooperation	_____	_____	_____	_____	_____
Dependability	_____	_____	_____	_____	_____
Interpersonal skill	_____	_____	_____	_____	_____
Attendance	_____	_____	_____	_____	_____
Attitude	_____	_____	_____	_____	_____

Strengths _____
 Weaknesses _____
 Reason for leaving _____
 Eligible for re-hire? yes no If no, why not _____
 Dates of employment _____ Position held _____
 General comments: _____

Signature _____ Title _____
 Date _____