

2404 E. Mill Plain Blvd. Suite A • Vancouver • Washington 98661
Ph (360) 690-8495 • www.projectpatch.org • Fax (360) 690-8498



Pre-Employment Reference (Professional)

I _____ hereby authorize _____ to release information
(Applicants name) (agency)
for purposes of a reference as part of the application process at Project PATCH. I understand that this information is confidential, and waive all rights to review this reference.

Address of agency _____

Signature of Applicant _____ Date _____

***Applicant is to fill out top portion of this form and provide appropriate address. Return this form, with top portion filled out, with application. PATCH will send out the reference form.

Dear _____,

The above named person has applied for a position of _____ with Project PATCH, a residential treatment center for at risk youth. This person has given your name (agency) as a reference. Please complete the following information.

Dates of employment with your business/agency _____

What was this person's job title?

Would you please give a brief description of the duties this person performed?

Was this person reliable?

Was the work this person performed satisfactory?

Did this person get along with coworkers and supervisors and if relevant, with customers or clients?

What was the reason given for leaving your employ?

Would you rehire this person?

Would you recommend this person for a position as _____?

Have you seen this person interact with children ages 0-7, 7-12, 12-17?

What was your opinion of this interaction excellent, good, fair, poor?
Please explain:

What in your opinion are this person's strengths?

What in your opinion is this person's greatest weakness?

Please check one of the following:

I have no reservations in recommending this person to work with youth at risk _____

I have some reservations in recommending this person to work with youth at risk _____

I would prefer to discuss this issue on the phone, my number is _____

I would not recommend this person _____

Thank you for your help in these matters.

Name and title of person filling out form

Date

Sincerely,

Chuck Hagele
Executive Director

Office use

Date sent _____

Date returned _____