



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 from, 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?

