



# EMPLOYER REFERENCE INFORMATION REQUEST

Convenient Home Care Services Inc.

681 Main Street Suite 2-11, Waltham, MA 02451 781-642-0880 • Fax 781-642-0882  
Email: chc.services@yahoo.com • Web: convenienthomecare.com

Attn: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

From: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The applicant named below is being considered for employment with our company. The applicant has listed you or your organization as a former place of employment. In accordance with the release signed by the applicant below, please provide the information requested and **FAX to us at: 781-894-2316.**

\_\_\_\_\_  
Name of Applicant *(Please Print)*

\_\_\_\_\_  
Social Security Number

## Release of Information

I, \_\_\_\_\_ hereby authorize the above individual, company, or institution to furnish Convenient Home Care Services, Inc. with any information if may have concerning me which is on record or otherwise, and do hereby release the above individual, company or institution and all individuals connected therewith, including Convenient Home Care Service, Inc., from any and all liability whatsoever that might otherwise be incurred in furnishing such information.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## Record of Employment

Date(s) of Employment \_\_\_\_\_

Rate of Pay \_\_\_\_\_

Position(s) Held \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

### Please rate the applicant in each of the following areas.

Attendance/Reliability	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Average	<input type="checkbox"/> Below Avg.	<input type="checkbox"/> Poor
Quality of Work	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Average	<input type="checkbox"/> Below Avg.	<input type="checkbox"/> Poor
Professional Conduct	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Average	<input type="checkbox"/> Below Avg.	<input type="checkbox"/> Poor
Interpersonal Relations	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Average	<input type="checkbox"/> Below Avg.	<input type="checkbox"/> Poor
Potential for Rehire	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Average	<input type="checkbox"/> Below Avg.	<input type="checkbox"/> Poor

Would you recommend this applicant for hire?  Yes  No

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title