

**PLEASE SUPPLY ALL EMPLOYMENT HISTORY IN THE PREVIOUS 2 YEARS FOR REFERENCE. EACH SEPARATE EMPLOYMENT REFERENCE NEEDS TO BE RECORDED ON ITS OWN FORM**

**APPLICANT NAME:** \_\_\_\_\_

**FORMER EMPLOYER ORGANIZATION NAME:** \_\_\_\_\_

**DATES EMPLOYED:** FROM \_\_\_\_\_ **TO** \_\_\_\_\_ **SALARY:** \_\_\_\_\_

**REFERENCE NAME:** \_\_\_\_\_ **REFERENCE POSITION:** \_\_\_\_\_

**REFERENCE PHONE:** \_\_\_\_\_



**STOP!**



**BELOW THIS LINE WILL BE COMPLETED BY CCYS STAFF**

**RELATIONSHIP TO APPLICANT:** \_\_\_\_\_ SUPERVISOR \_\_\_\_\_ PEER \_\_\_\_\_ OTHER (SPECIFY) \_\_\_\_\_

**ELIGIBLE FOR REHIRE:** \_\_\_\_\_ YES \_\_\_\_\_ NO

**AMOUNT OF TIME REFERENCE WORKED WITH APPLICANT:** FROM \_\_\_\_\_ TO \_\_\_\_\_

**ARE YOU ABLE TO COMMENT OF THE APPLICANTS PERFORMANCE AT WORK?** \_\_\_\_\_ YES \_\_\_\_\_ NO

**APPLICANTS ATTENDANCE HABITS:**

**APPLICANTS PERFORMANCE RECORD:**

**APPLICANT POSSESS ANY HISTORY OF WORKPLACE VIOLENCE:**

**APPLICANTS AREAS IN NEED OF IMPROVEMENT:**

**WAS THE APPLICANT INVOLVED IN ANY CLAIMS OF ILLEGAL HARASSMENT OR DISCRIMINATION? IF SO, WHAT?**

**ARE THERE ANY ADDITIONAL COMMENTS YOU WOULD LIKE TO ADD?**

**I ATTEST THAT I TELEPHONED THE LISTED REFERENCE AND THE INFORMATION ABOVE IS TRUE.**

**PERSON CONDUCTING REFERENCE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_