



Confidential Reference Check

The person named below has applied for employment with the Leland Legacy.

He/she has authorized the collection of any information concerning past or present employment with your organization. We are a conscientious provider of long-term health services and it is of the utmost importance to us that we hire only the most professional and qualified applicants. For this reason, we ask that you provide the information below regarding this individual's history with your company.

Regards,
Human Resources

I hereby release from all liability the company or person named above and authorize the release of all information regarding my performance and employment history.

Applicant Signature: _____ Date: _____

Professional Reference Information:

Company: _____ Position _____

Person Spoke to, name/Title: _____

Comments:

(0-5 5 Being Excellent, and 0 being No Answer)

PROFESSIONAL

PERSONAL

Quality of work	5	4	3	2	1	0	Problem Solving Skills	5	4	3	2	1	0
Job Knowledge	5	4	3	2	1	0	Reliability	5	4	3	2	1	0
Professionalism	5	4	3	2	1	0	Handles Stress	5	4	3	2	1	0
Dependability	5	4	3	2	1	0	Attention to Detail	5	4	3	2	1	0
Integrity	5	4	3	2	1	0	Trustworthiness	5	4	3	2	1	0
Attention to Detail	5	4	3	2	1	0	Organizational Skills	5	4	3	2	1	0
Safety Awareness	5	4	3	2	1	0	Safety Awareness	5	4	3	2	1	0
Eligible for Rehire?	YES		NO				Would you Hire?	YES		NO			

Manager/HR employee who provided this survey:

Printed Name: _____ Title: _____

Signature: _____ Date: _____