Employment/Character Reference Request Form

Please complete the top portion of the Reference Request Form and send it to the reference indicated on the form. Once completed, the reference must mail or fax the form to the address at the bottom of the form.

Applicant’s Name ___________________________________________ Date Received in HR _____ / _____ / _____

Position Applied For ________________________________________

I authorize Grace Schools, Inc., to request and secure a full and candid reference from the reference named below to provide answers to the questions noted on this form concerning my employment history or character.

Type of Reference:  □ Work  □ Character

Reference Name ___________________________ Phone ___________________ Fax ___________________

Company ___________________________ Reference Title ___________________________

Applicant Signature ___________________________________________ Date _____ / _____ / _____

Dates of Employment:  From: _______________ To: _______________ Would you rehire?  □ Yes  □ No

Applicant’s former/current position held: ________________________________________________________________________________

Reason for Leaving: ______________________________________________________________________________________________________

Character (Employment & Character):

Honesty: □ Poor □ Marginal □ Fair □ Good □ Exceptional □ Unknown
Integrity: □ Poor □ Marginal □ Fair □ Good □ Exceptional □ Unknown
Response to correction: □ Poor □ Marginal □ Fair □ Good □ Exceptional □ Unknown
Ability to mentor: □ Poor □ Marginal □ Fair □ Good □ Exceptional □ Unknown
Trustworthiness: □ Poor □ Marginal □ Fair □ Good □ Exceptional □ Unknown
Work ethic: □ Poor □ Marginal □ Fair □ Good □ Exceptional □ Unknown

Competence (Employment ONLY):

Knowledge: □ Poor □ Marginal □ Fair □ Good □ Exceptional □ Unknown
Job skills: □ Poor □ Marginal □ Fair □ Good □ Exceptional □ Unknown
Work quality: □ Poor □ Marginal □ Fair □ Good □ Exceptional □ Unknown
Quantity of work: □ Poor □ Marginal □ Fair □ Good □ Exceptional □ Unknown
Ability to learn: □ Poor □ Marginal □ Fair □ Good □ Exceptional □ Unknown
Judgment: □ Poor □ Marginal □ Fair □ Good □ Exceptional □ Unknown
Communication: □ Poor □ Marginal □ Fair □ Good □ Exceptional □ Unknown

Service (Employment & Character):

Service to others: □ Poor □ Marginal □ Fair □ Good □ Exceptional □ Unknown
Ability to work with others: □ Poor □ Marginal □ Fair □ Good □ Exceptional □ Unknown
Initiative: □ Poor □ Marginal □ Fair □ Good □ Exceptional □ Unknown
Dependability: □ Poor □ Marginal □ Fair □ Good □ Exceptional □ Unknown
Attendance: □ Poor □ Marginal □ Fair □ Good □ Exceptional □ Unknown

Other general comments:  (Use the back if necessary) ____________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

Reference Signature ___________________________________________ Date _____ / _____ / _____

Mail completed forms to:  Grace Schools, Inc., Human Resources Generalist
200 Seminary Drive, Winona Lake, IN  46590, or fax (574) 372-5167
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