

Reference Request Form



This section to be completed by the Applicant

I authorize Grace Schools 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.

Applicant's Name _____ Position Applied For _____

Applicant Signature _____ Date ____ / ____ / ____

This section to be completed by the Reference

Reference Name _____ Phone _____ Fax _____

Company _____ Reference Title _____

Type of Reference (just one): **Work** **Character**

Dates of Employment: From: _____ To: _____ Would you rehire? ☐ Yes ☐ No

Applicant's former/current position held: _____

Reason for Leaving: _____

	<u>Poor</u>	<u>Marginal</u>	<u>Fair</u>	<u>Good</u>	<u>Exceptional</u>	<u>Unknown</u>
<u>Character (Employment & Character):</u>						
Honesty	☐	☐	☐	☐	☐	☐
Integrity	☐	☐	☐	☐	☐	☐
Response to correction	☐	☐	☐	☐	☐	☐
Ability to mentor	☐	☐	☐	☐	☐	☐
Trustworthiness	☐	☐	☐	☐	☐	☐
Work ethic	☐	☐	☐	☐	☐	☐
<u>Competence (Employment ONLY):</u>						
Knowledge	☐	☐	☐	☐	☐	☐
Job skills	☐	☐	☐	☐	☐	☐
Work quality	☐	☐	☐	☐	☐	☐
Quantity of work	☐	☐	☐	☐	☐	☐
Ability to learn	☐	☐	☐	☐	☐	☐
Judgment	☐	☐	☐	☐	☐	☐
Communication	☐	☐	☐	☐	☐	☐
<u>Service (Employment & Character):</u>						
Service to others	☐	☐	☐	☐	☐	☐
Ability to work with others	☐	☐	☐	☐	☐	☐
Initiative	☐	☐	☐	☐	☐	☐
Dependability	☐	☐	☐	☐	☐	☐
Attendance	☐	☐	☐	☐	☐	☐

Other general comments: (Use the back if necessary)

Reference Signature _____ Date ____ / ____ / ____

Email completed forms to employment@grace.edu or fax to (574)-372-5115
Mailed forms can be sent to 200 Seminary Dr. Winona Lake, IN 46590