

EMPLOYMENT REFERENCE CHECK REQUEST

Janus Youth Programs

The following person _____ has applied for a position with Janus Youth. We are a non-profit agency serving at-risk youth. It is critical for us that we hire the best possible applicants to serve this population. Our applicant provided your name to us believing you will be willing to provide an employment verification or a job recommendation. We understand the value of your time and will appreciate your assistance. Please, take a few minutes to complete and email back to me.

/Janus Hiring manager: insert your name, title, and email address here/

Thank you

Relationship to Applicant:	Your Position with That Organization:
Their Dates at This Organization:	Applicant Position Held at this Organization:
Reason for Termination of Employment:	

Briefly describe the applicant’s job duties:

Please, list three positive characteristics this person demonstrated on the job:

If position was in social service, has this person ever been substantiated for abuse, neglect, theft, or gross misconduct on the job? Yes Could you give details: _____ No Unknown, or no comment

Attendance: Great Good Average Poor
 Could you give details: _____

Performance: Great Good Average Poor
 Could you give details: _____

Any negative characteristics this person demonstrated on the job:

Responsibility: Great Good Average Poor
 Could you give details: _____

Would you rehire this person? Yes No If no, why? _____

Any additional comments?

Name of Janus Youth employee completing this form:

Date: _____ *Title:* _____

Print for applicant file