Reference Questionnaire

The applicant named below is being considered for employment with our company and has listed you or your company as a reference. In accordance with the release signed by the applicant below, please provide the information requested and return to my attention at Fax: 248-352-3157

Applicant Name: _____ **Social Security Number: _____**

Previous Employer: _____ **Contact Person: _____**

Title/Relation to Applicant: _____ **Contact Number: _____**

I hereby authorize the above individual/company to furnish D & M Consultants, Inc. with any information concerning my employment/relationship and do hereby release the above individual/company from any and all liability whatsoever that might otherwise be incurred in furnishing such information.

_____ _____
Signature of Applicant Date

****

Dates of Employment Start_____ Ending_____
Position Held _____
Reason for Leaving _____
Eligible for rehire YES NO

Please rate the Applicant in each of the following areas:

Job Knowledge/Skill	Excellent	Good	Average	Unacceptable
Initiative	Excellent	Good	Average	Unacceptable
Quality of Work	Excellent	Good	Average	Unacceptable
Attendance	Excellent	Good	Average	Unacceptable

1. Please describe the type of work for which the applicant was responsible?
   _____
   _____
   _____

2. What were the applicant's strengths/weaknesses on the job?
   _____
   _____
   _____

   Additional Comments
   _____
   _____
   _____

Personal Reference

1. How long have you known the applicant? ____ Yrs ____Mos
2. Do you believe the applicant is reliable YES NO
3. What can you state about the applicant's work habits and attitude?
   _____
   _____
   _____

_____ _____
Completed by (Print Name) Date

HRD
01/09