

**PROFESSIONAL REFERENCE SHEET**

INSTRUCTIONS: Please fill in information for the shaded areas only. Print full name here:

REFERENCE ONE	
Ref Name	Title / Relationship
Company	Location
Employment Dates	Phone Number

Please tell me about his/her overall **PERFORMANCE** with your company. Please be specific in regard to **ATTENDANCE** and ability to complete all the required tasks.

Please describe his/her **INTERPERSONAL SKILLS**. How did he/she get along with his/her coworkers and/or interact with clients?

Please describe his/her ability to **PROBLEM SOLVE**. Please share a specific example.

Are there any **ADDITIONAL COMMENTS** that you can make about him/her that will assist him/her in finding a job?

ELIGIBLE FOR REHIRE?  Y  N Does your company conduct **BACKGROUND CHECKS**?  Y  N What type?

REFERENCE TWO	
Ref Name	Title / Relationship
Company	Location
Employment Dates	Phone Number

Please tell me about his/her overall **PERFORMANCE** with your company. Please be specific in regard to **ATTENDANCE** and ability to complete all the required tasks.

Please describe his/her **INTERPERSONAL SKILLS**. How did he/she get along with his/her coworkers and/or interact with clients?

Please describe his/her ability to **PROBLEM SOLVE**. Please share a specific example.

Are there any **ADDITIONAL COMMENTS** that you can make about him/her that will assist him/her in finding a job?

ELIGIBLE FOR REHIRE?  Y  N Does your company conduct **BACKGROUND CHECKS**?  Y  N What type?

**REFERENCE THREE**

Reference Name

Title / Relationship

Company

Location

Employment Dates

Phone Number

Please tell me about his/her overall **PERFORMANCE** with your company. Please be specific in regard to **ATTENDANCE** and ability to complete all the required tasks.

Please describe his/her **INTERPERSONAL SKILLS**. How did he/she get along with his/her coworkers and/or interact with clients?

Please describe his/her ability to **PROBLEM SOLVE**. Please share a specific example.

Are there any **ADDITIONAL COMMENTS** that you can make about him/her that will assist him/her in finding a job?

**ELIGIBLE FOR REHIRE?**  Y  N **Does your company conduct BACKGROUND CHECKS?**  Y  N **What type?**

I hereby give authority to Five Star Staffing & Accounting Recruiters or their agent to conduct a background check on me in order to evaluate me for employment purposes. The resulting investigative report may include, but not be limited to, information concerning my character, general reputation, personal character, mode of living, and financial responsibility. I further understand that I have the right to make a written request to Five Star Staffing & Accounting Recruiters, or their agent, to learn the complete general nature and scope of said investigative report. Therefore, I authorize Five Star Staffing & Accounting Recruiters, or their agent, to obtain an investigative report herein described.

Your Signature :

Date Completed :