



# Reference Check Release

## To be read and signed by applicant:

I understand that in processing my application for employment former employers and/or educational institutions may be contacted. I authorize former employers and educational institutions to release information they have about me to Ebenezer, and I release them from all liability or responsibility for doing so. I understand that this release will also apply to any future updated inquiries and reports.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## For Ebenezer Use

### Telephone Reference Check

Name of Applicant: \_\_\_\_\_ Position Applying For: \_\_\_\_\_

Employer contacted: \_\_\_\_\_ Date: \_\_\_\_\_

Information given by: \_\_\_\_\_ Title: \_\_\_\_\_

1. Dates of employment: From \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_
2. What position(s) did this person hold? \_\_\_\_\_
3. Reason for termination: \_\_\_\_\_
4. Would you rehire? \_\_\_\_ Yes \_\_\_\_ No
5. Please comment on the following:
  - Quality of work: \_\_\_\_\_
  - Strengths: \_\_\_\_\_
  - Any problems areas: \_\_\_\_\_
  - Work habits (attendance, attitude, teamwork, etc.): \_\_\_\_\_
  - Comments: \_\_\_\_\_

( ) **This employer provides dates of employment and position only.**

**Ebenezer representative making this inquiry:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Thank you for your assistance. If responding by fax, please return to:*

*Fax Number* \_\_\_\_\_

*ATTENTION* \_\_\_\_\_

## Telephone Reference Check

Employer contacted: \_\_\_\_\_ Date: \_\_\_\_\_

Information given by: \_\_\_\_\_ Title: \_\_\_\_\_

3. Dates of employment: From \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_

4. What position(s) did this person hold? \_\_\_\_\_

3. Reason for termination: \_\_\_\_\_

4. Would you rehire? \_\_\_\_ Yes \_\_\_\_ No

6. Please comment on the following:

Quality of work: \_\_\_\_\_

Strengths: \_\_\_\_\_

Any problems areas: \_\_\_\_\_

Work habits (attendance, attitude, teamwork, etc.): \_\_\_\_\_

Comments: \_\_\_\_\_

**This employer provides dates of employment and position only.**

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**Ebenezer representative making this inquiry:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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## Telephone Reference Check

Employer contacted: \_\_\_\_\_ Date: \_\_\_\_\_

Information given by: \_\_\_\_\_ Title: \_\_\_\_\_

5. Dates of employment: From \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_

6. What position(s) did this person hold? \_\_\_\_\_

3. Reason for termination: \_\_\_\_\_

4. Would you rehire? \_\_\_\_ Yes \_\_\_\_ No

7. Please comment on the following:

Quality of work: \_\_\_\_\_

Strengths: \_\_\_\_\_

Any problems areas: \_\_\_\_\_

Work habits (attendance, attitude, teamwork, etc.): \_\_\_\_\_

Comments: \_\_\_\_\_

**This employer provides dates of employment and position only.**

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**Ebenezer representative making this inquiry:** \_\_\_\_\_ **Date:** \_\_\_\_\_