

SCHWAB-EATON, P.A.
REQUEST FOR REFERENCES

We place great importance on the screening process of our applicants. References from past or current employers are preferred. Family members will not be accepted unless they relate to previous employment in a family business. The Applicant should provide authorization for the release of information and have the Reference fill out the following form in its entirety. Once complete, we ask that the Reference return this form to the address listed at the bottom of the page.

AUTHORIZATION

I, _____ (Applicant), hereby authorize _____ (Reference) to release any and all references and records related to my past employment and work history to Schwab-Eaton, P.A. I release and discharge both my former and prospective employers from any and all claims or actions related to this request for references and any related exchange of records or other communications concerning my past employment.

Applicant Signature

Date

	EXCELLENT	GOOD	FAIR	POOR
Job Knowledge				
Ability to communicate with co-workers				
Ability to communicate with clients/customers				
Ability to follow instructions				
Honesty				
Initiative				
Appearance				
Dependability				
Punctuality				

Dates Employed: From: _____ To: _____ Position held: _____

Reason for leaving: _____

Eligible for re-employment: Yes No If no, please explain: _____

Comments: _____

Reference Signature

Date

Business Name

Title