



Personal References

I _____ Have authorized CIS&H Inc to contact Mr/Ms _____ for the purpose of obtaining reference information for employment consideration. The information obtained shall be used solely for this purpose and shall be put in employee’s personal file.

Signature: _____ Date: _____

Referee’s Information:

Name: _____ Address: _____

Telephone no.: _____ Relationship: _____

Please use the following rating chart to evaluate this candidate for employment:

ITEM	Excellent	Good	Average	Poor
Punctuality				
Work ethics				
Work Performance				
Interaction with peers and others				

Would you offer this candidate a job? (Y/N) _____

Comments: _____

Signature: _____ Date: _____

For official use only:

- 1) Mailed Reference _____ (Y/N)
- 2) Phone Reference _____ (Y/N)
- 3) Faxed Reference _____ (Y/N)

Comments: _____

Signature: _____ Start Date : _____