



**EMPLOYMENT REFERENCE CHECK**

**TO:**  
Company \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Attn: \_\_\_\_\_  
Title: \_\_\_\_\_  
Phone: \_\_\_\_\_

**FROM:**  
Islip Tutoring Service  
955 Main Street, Suite 3  
Holbrook, NY 11741  
Attention: Personnel  
(631) 467-3634  
(631) 467-3624

**To be filled in by applicant (Please fill in above address as well)**

I have made application for employment with the above listed employer. I hereby request and authorize you to furnish the above listed employer with any information concerning my employment records, character, habits and ability. I do hereby release the addressed entity and all individuals concerned from any claims, suits and liabilities for any damage whatsoever resulting from their actions and conduct in responding to this request.

My name while in your employ or association. \_\_\_\_\_  
Social Security Number. \_\_\_\_\_  
Dates of Employment/Association. \_\_\_\_\_ to \_\_\_\_\_  
Position. \_\_\_\_\_ Supervisor. \_\_\_\_\_  
Salary. \_\_\_\_\_  
Signature. \_\_\_\_\_

**To be filled out by Employer/Supervisor:**

Was the applicant employed by your company or known by you as described? \_\_\_\_\_

If not, please provide correct information.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What were the applicant's responsibilities?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If applicant was not in your employ, please describe your association with the applicant and whether or not you would recommend this applicant for the position of home teacher/tutor.



## **EMPLOYMENT REFERENCE CHECK**

Please rate the applicant by checking the appropriate column

	Above Average	Average	Below Average
Attendance			
Cooperation			
Job Knowledge			
Initiative			
Productivity			
Reliability			
Quality of Work			

What are the applicant's strengths?

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Weaknesses?

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Would you hire/rehire this applicant? \_\_\_\_\_ Why or why not?

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If applicable, what was the applicant's reason for leaving?

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Additional Comments:

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Completed by. \_\_\_\_\_  
Title. \_\_\_\_\_  
Date. \_\_\_\_\_