



**Reference Request: Information from Former Employer**

Name of Former Employer: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Attn: Human Resources

[Name of applicant] is applying for the position of [title of position] with our organization. He/she indicated that he/she previously worked for [name of former employer].

You will find attached a copy of the release authorization form signed by [name of applicant]. I would appreciate if you could provide the information requested below and return this letter to me in the enclosed postage-paid envelope.

If you have any questions or wish to contact me regarding this request, you may reach me at [phone number].

Thank you.

Sincerely yours,

Name

Title

For [Applicant's name]

Dates of employment \_\_\_\_\_

Last position held \_\_\_\_\_

Duties/responsibilities \_\_\_\_\_

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

Eligible for rehire: \_\_\_ Yes \_\_\_ No

To request a free 30-minute consultation on how to safely get useful references for prospective new hires, [click here](#).