



# Applicant Reference

This form is to be completed by an **EMPLOYER**

Human Resources • Forest Home, Inc.  
40,000 Valley of the Falls Drive • Forest Falls, CA 92339 • Fax 909.389.2208

Thank you for assisting us in making a fair appraisal of our applicant's qualifications. We would appreciate honest, straight forward responses, evaluating both the assets and liabilities of the applicant. Be assured that your reply will be held in strictest confidence.

**Applicant Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Dates of Employment \_\_\_\_\_ to \_\_\_\_\_  
 Job Title (if several, please list) \_\_\_\_\_  
 Ending Salary \$\_\_\_\_\_ per hour/week/year  
 Did you directly supervise him or her?  Yes  No

**In each of the following areas, please check the box that you feel most accurately and currently the applicant.**  
**NK -Not Known 1 - Below Average 2 - Average 3 - Above Average**

<b>Personally</b>	<b>NK</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>Socially</b>	<b>NK</b>	<b>1</b>	<b>2</b>	<b>3</b>
Self-disciplined	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Able to communicate well	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teachable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Able to build relationships	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Punctual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Acts as team player	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shows common sense / judgment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Respected by peers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Customer service minded	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Emotionally</b>	<b>NK</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>Leadership Development</b>	<b>NK</b>	<b>1</b>	<b>2</b>	<b>3</b>
Emotionally mature	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Delegates effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-confident	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Motivates/empowers others to succeed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Able to handle pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Able to make wise decisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has an accurate view of himself/herself	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Inspires respect and trust	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Please answer the following questions. If you don't have sufficient information to answer a question, you may leave it blank.**

1. What are/were the applicant's daily responsibilities?
2. How does/did the applicant respond to designated authority and standards?
3. How does/did the applicant take responsibility and demonstrate leadership? Give examples.
4. Is the applicant a self-starter and internally motivated to work? Please explain.
5. Describe the level of supervision the applicant requires as an employee.
6. Describe a situation where concerns or problems caused the applicant to have impaired functioning at work.
7. Would you rehire this individual?
8. Applicant's strengths:
9. Applicant's weaknesses:

**I attest that the information in this Applicant Reference is true, complete and correct to the best of my knowledge.**

**Electronic or Actual Signature** \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ Primary Phone: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Email: \_\_\_\_\_

**This reference can be attached in an email to Human Resources at [brandans@foresthomes.org](mailto:brandans@foresthomes.org) or faxed to 909-389-2208. Please include your email address for a confirmation receipt when we have processed it.**

**Thank you!**