



**Victoria Home**  
 25 N. Malcolm Street  
 Ossining, New York, 10562  
 (914) 941-2450

# REFERENCE CHECK

Applicant's Name: \_\_\_\_\_ Position Applied For: \_\_\_\_\_

Employer: \_\_\_\_\_ Dates of Employment \_\_\_\_\_

Position Held: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Hourly Earnings: \_\_\_\_\_ Hours Per Week: \_\_\_\_\_

**Would you re-employ? Yes \_\_\_\_\_ No \_\_\_\_\_**

	Consistently Exceeds Expectations	Exceeds at Expectations	At Expectations	Needs Improvement	Comments
Job Knowledge and Skill					
Quality of Work					
Quantity of Work					
Ability to work as a team with co-workers/other departments					
Attitude towards Supervision					
Follows instructions					
Dependability					
Initiative					
Appearance					
Attendance and Punctuality					
Ability to respond appropriately with difficult residents					
Ability to respond appropriately with resident families					
Ability to respond appropriately with cognitively impaired residents					

Has this person ever been involved in an abuse, mistreatment and/or neglect investigation by any facility or state agency (Dept. of Health, Child Abuse Registry, Dept. of Social Services)?  Yes  No

*\*Note: This information will not necessarily be a bar to employment. However, Victoria Home will consider the results of the investigation and relationship to the functions and qualifications of the position for which you are applying.*

**If "Yes,"** please describe fully the allegations as well as the results of the investigation.

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

Please comment on any other quality relevant to the person's position: \_\_\_\_\_

\_\_\_\_\_

REFERENCE GIVEN BY: \_\_\_\_\_ DATE: \_\_\_\_\_

POSITION: \_\_\_\_\_



## Victoria Home

25 North Malcolm Street  
Ossining, New York 10562  
(914) 941-2450  
Fax: (914) 941-2962

Please furnish us with the name and address of your reference below:

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Telephone:** \_\_\_\_\_

Dear Sir/Madam:

The individual below has applied for a position as employment at Victoria Home and states that you can furnish the information requested on the reverse side of this form. Your reply will be appreciated and held strictly confidential. *If you would feel more comfortable providing a reference over the phone please call* \_\_\_\_\_ *at (914) 941-2450.*

### APPLICANT'S CONSENT FOR RELEASE OF INFORMATION

I hereby authorize the above named individual/organization to release information concerning my qualifications and job performance.

I understand that this information will be used in determining my eligibility for employment and agree to hold you/your organization harmless in connection with the outcome of the employment decision.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

**Victoria Home is an Equal Opportunity Employer. We comply with all applicable laws regarding equal employment opportunities for all qualified applicants and employees. It is against our policy to discriminate against any qualified applicant or employee on the basis of race, religion, national origin, alienage, citizenship status, color, familial status, sex, sexual orientation, age, disability, creed, military status, marital status or any other basis prohibited by federal, state or local law.**