

Fort Hudson Health System and Affiliates  
319 Broadway Fort Edward, NY 12828

**CONFIDENTIAL REFERENCE REQUEST**

Name \_\_\_\_\_  
Employment Candidate Name (include Maiden name )

Position Applying For: \_\_\_\_\_

**Applicant's Consent: I hereby authorize you to provide any information you may have regarding my performance and character.**

\_\_\_\_\_  
**Applicant's Signature Date** \_\_\_\_\_

Dear sir/madam:

The above-name applicant has indicated that you previously employed him/her. Your evaluation of him/her will be sincerely appreciated and will be held in the strictest confidence. Both the applicant and I will benefit from an early reply since his/her employment is pending.

Sincerely,  
Theresa Huntington, Human Resources Manager

Company Name: \_\_\_\_\_

Attention: Human Resources Manager

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

The applicant was in your employ from		to	
His/Her position or title was:			
He/She left your employ because:			
Would you rehire?	Yes	No	
If No, why not?			
Quality of Work:	Good	Adequate	Poor
Productive Output:	Good	Adequate	Poor
Attendance:	Good	Adequate	Poor
Cooperation:	Good	Adequate	Poor
Initiative:	Good	Adequate	Poor
Team Oriented:	Good	Adequate	Poor
Other Comments:			
Signed: _____			
Title: _____		Date: _____	
Can be Faxed back to: 518-747-2740 Attention: Human Resources			