

EMPLOYEE REFERENCE

TO: _____

RE: Ronald Peterson

The above referenced individual has given you as an employment reference in their application for adoption. Home Study Resource Consulting Inc. needs the information below to verify and evaluate the ability of the applicant to act as an adoptive parent.

Thank you for your cooperation. Please call me at 888-234-xxxx if you have any questions.

Sincerely,

Rhonda P. Clarkson

Social Worker

EMPLOYEE'S TITLE: _____

EMPLOYEES WORK RESPONSIBILITIES: _____

DATE EMPLOYEE WAS HIRED BY COMPANY: _____

DATE EMPLOYEE ASSUMED CURRENT POSITION: _____

EMPLOYEE'S GROSS PAY: _____ WEEKLY MONTHLY BIWEEKLY (CIRCLE ONE)

EMPLOYEE'S USUAL WORK HOURS _____

DO YOU ANTICIPATE EMPLOYEE REMAINING WITH YOUR COMPANY FOR THE FORESEEABLE FUTURE? _____

ARE YOU SATISFIED WITH THE EMPLOYEE'S WORK PERFORMANCE? _____

DOES THE EMPLOYEE RELATE WELL TO OTHERS (I.E. CLIENTS, CUSTOMERS, CO-WORKERS, SUPERVISORS, ETC.) _____

IF YOU HAVE ANY FURTHER COMMENTS, PLEASE USE THE BACK OF THIS FORM:

Signature

Title

Name of Business

Phone number

Address of Business

Date Completed