Employer Reference Information

Arc of Maui County
140 N. Market St. #202B
Wailuku, Hi. 96793
808 242-5781/ 808 244-4061 (F)

Date: _____ Employer: _____

To Whom It May Concern,

An individual by the name of _____ has applied for a position with our company, and has listed your firm as a previous place of employment. We would greatly appreciate it if you could provide the following information to assist us as we consider hiring this candidate. All comments will be held in the strictest confidence.

Position held: _____

Dates of employment: _____ to _____ Full-time _____ Part-time _____

Please rate the employee on a scale of 1 to 5, with 5 being the best, in the following categories:

Attendance/punctuality: _____ Attitude: _____ Conduct: _____ Skill level: _____

Comments: _____

_____

_____

Was employee terminated? Yes _____ No _____

Would applicant be eligible for rehire? Yes _____ No _____

Authorized by applicant: _____
(Applicant signature) (Date)

Form completed by: _____
Employer Representative/Title (print/sign) (Date)

Please fax completed form to: Valerie Sly, Program Director at 808 244-4061
Mahalo