

**PART I – TO BE COMPLETED BY THE APPLICANT**

Applicant's Name: \_\_\_\_\_ Soc. Sec. #: xxx - xx - \_\_\_\_\_  
                                            First                                            Middle                                            Last

Applicant's Address: \_\_\_\_\_  
                                            Street                                            City                                            State                                            Zip

The person named above has applied for a position of \_\_\_\_\_ with The Arc Gloucester. He/She requests and authorizes you to release references and appreciates your completion of the form below. This information is confidential and will become the property of The Arc Gloucester.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PART II – TO BE COMPLETED BY THE EMPLOYER**

Type of Position held by the Applicant: \_\_\_\_\_  
Applicant's Date of Service:                      From: \_\_\_\_\_                      To: \_\_\_\_\_

If a former employee, please state reason for leaving: \_\_\_\_\_

**PERFORMANCE CRITERIA – PLEASE CIRCLE ONE.**   (1) Excellent   (2) Good   (3) Satisfactory   (4) Poor

Reliability	.....	1	2	3	4
Attendance	.....	1	2	3	4
Appearance	.....	1	2	3	4
Integrity	.....	1	2	3	4
Courtesy	.....	1	2	3	4
Maturity	.....	1	2	3	4
Quality of work	.....	1	2	3	4
Work productivity	.....	1	2	3	4
Initiative	.....	1	2	3	4
Skill proficiency	.....	1	2	3	4
Ability to organize work.	.....	1	2	3	4
Relationship with co-workers	.....	1	2	3	4
Attitude toward supervision	.....	1	2	3	4
Job knowledge	.....	1	2	3	4
Supervisory ability	.....	1	2	3	4
OVERALL PERFORMANCE	.....	1	2	3	4

Would you employ or re-employ? **YES NO** If no, please state reason: \_\_\_\_\_

Do you know any specific reason why this applicant would not make a desirable employee? **YES NO**  
If yes, please state the reason: \_\_\_\_\_

Name of Person completing this form: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Business Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Business Address: \_\_\_\_\_

**PART III – TO BE COMPLETED BY PERSONAL REFERENCE ONLY**

What is your relationship to the applicant? \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_

**PERSONAL QUALITY EVALUATION – PLEASE CIRCLE ONE.**

(1) Excellent (2) Satisfactory (3) Acceptable (4) Not Acceptable

Maturity	.....	1	2	3	4
Integrity	.....	1	2	3	4
Stability / Composure	.....	1	2	3	4
Courtesy	.....	1	2	3	4
Cooperation	.....	1	2	3	4
Appearance / Poise	.....	1	2	3	4
Initiative / Creativity	.....	1	2	3	4
Alertness / Insight	.....	1	2	3	4
Reliability	.....	1	2	3	4
Perceptiveness	.....	1	2	3	4
Professional attitude	.....	1	2	3	4
Ability to communicate	.....	1	2	3	4
Sensitivity to the feelings of others	.....	1	2	3	4
Honesty in relationships	.....	1	2	3	4

**Provide any information you feel appropriate regarding the applicant’s candidacy for this position.**

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

**Do you know of any specific reasons why this applicant would not make a desirable employee?**

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

**Additional Comments:**

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

Name of Person completing this form: \_\_\_\_\_

Signature: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_