

Employment Reference Form

To the applicant:

This is a confidential letter of reference to ILP. The employment reference should be given to an employer that you have worked for in the last two years. Family members may not complete references. References submitted by the applicant will not be accepted.

Submitting this reference constitutes agreement to waive your right to see it after completion.

To the person completing the Employment Reference:

- Please be aware that the applicant will not be considered for a position until your letter of reference is received by ILP. Letters may be faxed or mailed to ILP (see contact information below).
- If you would like to contact us regarding this applicant or your reference, please call and speak with a director.

Reference Information

Name _____ Business _____

Address _____ Phone _____

Relationship to Applicant _____ Applicant's position _____

How long have you known the applicant? _____

1. Please rate and comment on the applicant's performance in the following areas:

Completes tasks fully and consistently

Comments:

Never			Always		No basis for judgement
1	2	3	4	5	

Expresses concerns and complaints appropriately

Comments:

Never			Always		No basis for judgement
1	2	3	4	5	

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	Never			Always		No basis for judgement
	1	2	3	4	5	
Exceeds explicit expectations						
Comments:						

	Never			Always		No basis for judgement
	1	2	3	4	5	
Works well with coworkers and supervisors						
Comments:						

2. Compared to other employees with whom you have worked in a similar capacity, how would you rate the applicant in the following areas:

	bottom 50%	top 50%	top 25%	top 10%	top 5%	No basis for judgement
	Receives feedback well and implements it appropriately					
Comments:						

	bottom 50%	top 50%	top 25%	top 10%	top 5%	No basis for judgement
	Demonstrates motivation and self-discipline					
Comments:						

Please comment on applicant's overall work ethic.