maristaff incorporated

REFERENCE AUTHORIZATION FORM

TO BE COMPLETED BY APPLICANT: PLEASE PRINT

Past Employer Name & Address:

_____

_____

_____

Phone Number:

_____

Fax Number:

_____

You are hereby authorized to furnish MARISTAFF, Inc. any and all information which they may request regarding my employment, including my attendance, compensation, performance reviews, job knowledge and interaction with others. You are also authorized to discuss any information regarding my employment with any representative of MARISTAFF, Inc. I hereby release all parties from all liability for any damage that may result from furnishing such information.

Signature:_____ Date: _____

TO BE COMPLETED BY REFERENCE EMPLOYER: PLEASE PRINT

_____, **Social Security #** _____

has applied for a position at MARISTAFF, Inc. and provided your name as a reference. Would you please answer a few questions about this person's work while employed by you?

> *"State law protects employers from being sued for disclosing information about an employee's job performance to a prospective employer. The employer is presumed to be acting in good faith unless lack of good faith is shown by a preponderance of evidence, or if the information is protected by a nondis-closure agreement or is considered confidential under federal, state or local law."*

What type of work did he/she do? _____

Stated dates of employment were _____to _____ Is this correct? ___
If not, please provide dates: _____to _____

Did he/she meet your attendance policy? Yes _____ No _____

What was his/her reason for leaving? _____

Would you rehire? YES ____ NO ____ Why/why not? _____

Do you have any additional comments? _____
_____
_____

Signed by: _____ **Date:** _____

Please fax this form to Confidential/ Manager._____