GRACE COLLEGE & SEMINARY

Employment/Character Reference Request Form

Please complete the top portion of the Reference Request Form and send it to the reference indicated on the form. Once completed, the reference must mail or fax the form to the address at the bottom of the form.

Applicant's Name _____ **Date Received in HR** _____ / _____ / _____

Position Applied For _____

I authorize Grace Schools, Inc., to request and secure a full and candid reference from the reference named below to provide answers to the questions noted on this form concerning my employment history or character.

Type of Reference: ☐ Work ☐ Character

Reference Name _____ **Phone** _____ **Fax** _____

Company _____ **Reference Title** _____

Applicant Signature _____ **Date** _____ / _____ / _____

Dates of Employment: From: _____ To: _____ **Would you rehire?** ☐ Yes ☐ No

Applicant's former/current position held: _____

Reason for Leaving: _____

	Poor	Marginal	Fair	Good	Exceptional	Unknown
Character (Employment & Character):						
Honesty	☐	☐	☐	☐	☐	☐
Integrity	☐	☐	☐	☐	☐	☐
Response to correction	☐	☐	☐	☐	☐	☐
Ability to mentor	☐	☐	☐	☐	☐	☐
Trustworthiness	☐	☐	☐	☐	☐	☐
Work ethic	☐	☐	☐	☐	☐	☐
Competence (Employment ONLY):						
Knowledge	☐	☐	☐	☐	☐	☐
Job skills	☐	☐	☐	☐	☐	☐
Work quality	☐	☐	☐	☐	☐	☐
Quantity of work	☐	☐	☐	☐	☐	☐
Ability to learn	☐	☐	☐	☐	☐	☐
Judgment	☐	☐	☐	☐	☐	☐
Communication	☐	☐	☐	☐	☐	☐
Service (Employment & Character):						
Service to others	☐	☐	☐	☐	☐	☐
Ability to work with others	☐	☐	☐	☐	☐	☐
Initiative	☐	☐	☐	☐	☐	☐
Dependability	☐	☐	☐	☐	☐	☐
Attendance	☐	☐	☐	☐	☐	☐

Other general comments: (Use the back if necessary)

_____

_____

_____

_____

Reference Signature _____ **Date** _____ / _____ / _____

⇨ **Mail completed forms to: Grace Schools, Inc., Human Resources Generalist**
200 Seminary Drive, Winona Lake, IN 46590, or fax (574) 372-5167

Person Checking Reference _____ **Date** _____ / _____ / _____

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