

MUSKEGON RIVER YOUTH HOME

3030 LONG LANE

EVART, MI 49631

Phone: 231-734-6254

Fax: 231-734-6258

This section is to be completed by the applicant.

Confidential reference check concerning: _____
First Middle Last

Application for the position of _____

Wavier: I waive the right to review this letter.

Signature of Applicant

Date

Name of Reference: _____

The above named person has given your name as one who will give a confidential reference concerning his/her suitability for employment at Muskegon River Youth Home. It will be helpful if you will give as candid, forthright answers to the following questions. We believe that a good reference will point to the applicant's weaknesses and limitations as well as the strengths.

1. How long and in what capacity have you known the applicant?
2. How would you assess the applicant's character, values and aims?

3. How would you assess the applicant's work habits? (Punctuality, dependability, ability to get along with fellow workers, ability to follow through and complete a job)

4. What do you consider to be the applicant's outstanding strengths and weaknesses?

5. Other comments

Signature _____ Date: _____

Position/Title _____

Address: _____
