

PROFESSIONAL REFERENCE REQUEST



CONSENT BY EMPLOYEE: _____
Name used while working at this facility

Facility Name: _____

Street Address: _____

City, State, Zip: _____

Manager/Supervisor: _____
Name Title Phone Number

APPLICANT: Please complete this reference request by completing the blanks above to correspond with your employment on this application. Please sign and return this form with your application.

The facility listed above has my consent to release any information to Club Staffing pertaining to my employment on the application. I also authorize Club Staffing to disclose this reference to any of its Client institutions and Club Staffing affiliates.

 Signature Social Security Number

EMPLOYER: The individual named above has applied for employment with Club Staffing. In order to maintain JCAHO competency standards, we ask that you provide the information requested below. Your response will be held in the strictest confidence. A business reply envelope has been enclosed for your convenience. Thank you for your assistance.

EMPLOYEE PROFILE:

Employee's name: _____ Position held: _____

Employed from: _____ to _____

Is employee eligible for rehire? Yes No If no, please explain: _____

FACILITY/UNIT PROFILE:

Unit/Floor/Dept. _____ Specialty _____ # of beds _____ Avg. patient caseload _____

Teaching Non-Teaching # of beds in facility _____ Charge Experience? Yes No

UNIT DESCRIPTION: _____

PROFESSIONAL REFERENCE:

KEY: A = Superior B = Exceeds Standards C = Meets Standards D = Does Not Meet Standards

	A	B	C	D		A	B	C	D
Adaptability					Professionalism				
Communication skills					Quality of work				
Competency					Reliability/Attendance				
Follows safety/emergency protocols					Teamwork/cooperation				
Initiative					Thorough/accurate documentation				

AGE SPECIFIC COMPETENCY (please check the patient population(s) the employee served):

- Neonates/newborns
- Preschoolers
- Young adults
- Infants
- Older children
- Middle adults
- Toddlers
- Adolescents
- Older adults/geriatrics

COMMENTS: _____

Name of evaluator: _____ Signature: _____

Title: _____ Phone Number: _____ Date: _____