

## Reference Form (SS-HR-F004.1)

Applicant should complete this area and mail out to each reference (3 employment/2 personal)

Reference Name \_\_\_\_\_  
Reference Company \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_

I have submitted your name as a professional reference in applying with ESC-19 at: ☐ MPC/Head Start ☐ Boeing Office

Applied for Position(s): \_\_\_\_\_

Applicant's Printed Name \_\_\_\_\_ Last 4 digits of SS# \_\_\_\_\_

Date \_\_\_\_\_

### REMAINDER OF PAGE IS FOR PERSON COMPLETING THE REFERENCE INFORMATION

RATING: EE – Endorse with Enthusiasm EC – Endorse with Confidence E – Endorse NE – Do Not Endorse U – Unable to Evaluate					
FACTORS					
	EE	EC	E	NE	U
To plan, identify, and use resources					
To prioritize and perform a variety of concurrent tasks					
To assimilate, analyze, and organize information					
To follow-through on responsibilities and assignments					
To resolve problems					
To lead, direct and relate with co-workers					
Technical ability with reference to position stated above					
Oral and written communications					
Tact when dealing with the public					
Attendance and punctuality					
Appearance and manner					
Creativity and originality					
Emotional stability and poise					
Flexibility					
Maturity and judgment					
Sensitivity to the needs and feelings of others					

Person Completing Reference: _____ Please Print	<b>Relation to Applicant:</b> <input type="checkbox"/> Personal Reference <input type="checkbox"/> Employment Reference <input type="checkbox"/> Supervisor (past or present) <input type="checkbox"/> Co-worker (past or present)	How long have you known the applicant?
Would you rehire the applicant? <input type="checkbox"/> Yes <input type="checkbox"/> No		In what capacity?
Would this applicant be suited for this position? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Phone \_\_\_\_\_ E-mail address \_\_\_\_\_

**After completing reference form, please forward to the Human Resources office (shown above).**