

H & H Staffing Services, Inc.

108 Colony Park Drive
Suite 400
Cumming, GA 30040
Phone 770-844-6768
Fax 770-844-6232

REFERENCE REQUEST

Release of Information

I hereby authorize my former employees, associates and schools to provide H & H Staffing Services, Inc. with information regarding my service, academic achievements and character. I will not hold such organizations nor individuals employed by such organizations liable for furnishing same.

NAME: _____ SOCIAL SECURITY # _____

SIGNATURE: _____ DATE: _____

TO: _____

The person named above has applied for work with H & H Staffing Services, Inc. We would appreciate the following information. May we please have your reply as soon as possible? Thanks in advance for your assistance.

1. How long have you known the applicant? _____
2. Was the applicant employed by you? _____ Employment dates: _____
3. Position held: _____
4. Job duties performed: _____
5. Were services satisfactory? _____ Eligible for re-hire? _____
6. Why did applicant leave your employment? _____
7. What is your evaluation of the applicant in the following areas:
 - A. Ability to communicate: _____
 - B. Initiative: _____
 - C. Attendance/Punctuality: _____
 - D. Honesty: _____
 - E. Dependability: _____
 - F. Attitude/Cooperation: _____
 - G. Professional Ability: _____

REMARKS: _____

NAME: _____ TITLE: _____ DATE: _____

COMPANY: _____ SIGNATURE: _____