

Employment Reference Request Form

To whom it may concern:

The individual listed below has applied with our organization. Our mission is to support children with complex and serious challenges to live a better life. We would request that you help us understand more about the nature of this person as it pertains to their employment. We appreciate your time and attention to this matter. If you have any questions, please contact an HR team member by emailing hrsupport@newstory.com

Sincerely,

Michelle Smith

Vice President of Human Resources

Applicant Name: _____

How do you know this person? (check all applicable) Personally Professionally

- If professionally:
 - What was your relationship with the applicant? _____
 - What was the applicant's title? _____
 - How well did they relate to others on the job? _____
 - How would you evaluate their work quality? _____
- If personally:
 - Is this person dependable? _____
 - What are some of their traits that you believe will make them a good hire?

 - How does this person interact with others? _____

How long have you known the candidate? _____

Would you recommend this person be employed working with children? Yes No

Why or Why not? _____

Is there anything else you wish to share? _____

Name: _____ Phone or email: _____

Please email the completed form to: hrsupport@newstory.com Thank you!