

OAK CREST HEALTH CARE SERVICES, INC.

WRITTEN REFERENCE REQUEST

Applicant's Name: _____

For the purposes of consideration of employment, I hereby authorize my former employers to release information regarding my work performance and habits to Oak Crest Health Care Services, Inc. This request is pursuant to the Bullard-Plawecki Right to Know Act [MSA 17.62 (s) et seq; MCLA 423.501]. If disciplinary information is released, I hereby specifically waive the written notice requirements of the Bullard-Plawecki Act. I agree to release, hold harmless and indemnify my former employers and their agents from any and all liability arising from the release of such information. Further, I agree to release, hold harmless and indemnify Oak Crest Health Care Services, Inc. and its agents from any and all liability, action or inaction arising from the acquisition and/or reliance on said information inclusive of the denial of my application for employment by Oak Crest Health Care Services, Inc.

Applicant's Signature

Date

Dear Sir or Madame:

The above named applicant has indicated that s/he was previously employed by you. Your evaluation of him/her will be sincerely appreciated, and will be held in complete confidence. Please fax the completed form to:

Oak Crest Community: _____

Name: _____

Title: _____

Fax Number: _____

Phone Number: _____

Dates of Employment: _____

Position or Title: _____

Duties or Responsibilities: _____

Reason for Leaving: _____

Would you re-hire? Yes No

If not, why not? _____

Did this person follow through with job tasks? Yes No Sometimes

Did this person work well in a team environment? Yes No Sometimes

Can you see this person working with the elderly population? Yes No Sometimes

Does this person treat others with respect? Yes No Sometimes

What would you say this persons's strengths and weaknesses would be?

Any Other Comments?

Signature: _____

Date: _____

Title: _____

Notes re: "Written Reference Request"

To be used when a former employer will only give a written reference.

Applicant should sign as part of the employment application--should not fill in the names of employers--copies can then be made of the signed form and sent to multiple former employers.

The person requesting the information should sign each form, give title and date it.