

**MARION COUNTY BOARD OF MR/DD**  
**PROFESSIONAL REFERENCE CHECK**

*To whom it may concern:*

The applicant named below has submitted an application for employment with our agency. Please verify employment and rate the performance of this candidate below. The information obtained will not be used in violation of any federal or state equal opportunity law or regulation. If adverse action is to be taken based on the consumer report (reference check), a copy of the report and a summary of the consumer's rights will be provided to the consumer in accordance with Section 603 of the Fair Credit Reporting Act. Thank you.

*From:*

MARION COUNTY BOARD OF MR/DD HUMAN RESOURCES DEPARTMENT 2387 HARDING HIGHWAY EAST MARION, OHIO 43302
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**TO BE COMPLETED BY APPLICANT:**

Applicant's Name \_\_\_\_\_ Date of Application \_\_\_\_\_

Previous Employer \_\_\_\_\_

Address (include city, state) \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone(\_\_\_\_\_) \_\_\_\_\_

*I hereby authorize the following information to be released.*

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**TO BE COMPLETED BY PREVIOUS EMPLOYER:**

Dates of Employment: from \_\_\_\_\_ to \_\_\_\_\_

Position Title \_\_\_\_\_

Responsibilities \_\_\_\_\_

Salary History \_\_\_\_\_

What are the candidate's strengths? \_\_\_\_\_

Weaknesses \_\_\_\_\_

How would you characterize the relationship between the candidate and his/her staff/co-workers? \_\_\_\_\_

As his/her supervisor, what did you find was the most effective way to motivate the candidate? \_\_\_\_\_

To what degree did the candidate require supervision? \_\_\_\_\_

The position description for which he/she is applying is attached. How would you describe the candidate's ability to perform these requirements? \_\_\_\_\_

What other information do you have that would help to develop a more complete picture of this candidate's work performance? \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Eligible for Rehire: YES or NO If not, please explain \_\_\_\_\_

*The information I have given is accurate to the best of my knowledge.*

Information received from:

Name & Title \_\_\_\_\_ Date \_\_\_\_\_