

ENDLESS OPTIONS LLC

Professional Reference

_____ has applied for a part time position working with children with autism. They have listed you as a reference. Please complete the questionnaire below. Feel free to call us with any questions or concerns.

1. Your name _____ contact number _____

2. Organization you represent _____ org. phone # _____

3. Your association with applicant? _____

4. How long have you known the applicant? _____

5. Did you directly supervise applicant? _____ How long? _____

6. What duties did applicant perform?

7. How was applicants attendance? _____

8. Did applicant seem responsible and was able to perform duties independent of direct or constant monitoring from others?

9. Did the applicant work well under pressure?

10. Did you ever witness or know of any action by the applicant that you would consider unprofessional or caused you concern? _____

If yes, please explain.

11. As an employer briefly describe why you would hire the applicant again?

_____ date completed: _____
signature of reference