



20 Old Turnpike Rd., Nanuet NY 10954  
(845) 624-0260 Fax (845) 624-0264

Dear: \_\_\_\_\_

\_\_\_\_\_ has applied for employment with our agency. In order for us to offer employment we must document the following. In addition, \_\_\_\_\_ has released your company from any liability or claims, which may arise from any reference, etc. your company and its employees provide. The signature affixed below permits release of this information.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

REFERENCE INFORMATION

1. Title of position applicant was hired for (please complete)

\_\_\_\_\_

2. Title of position applicant left (please complete)

\_\_\_\_\_

3. Potential for re-hiring

\_\_\_\_\_

4. Date hired \_\_\_\_\_ 5. Date terminated \_\_\_\_\_

\_\_\_\_\_  
Signature/ Title of person completing

\_\_\_\_\_  
Date