

RETURN THIS FORM TO:

HUMAN RESOURCES

Mercer University
1400 Coleman Avenue
Macon, GA 31207
Telephone: 478/301-2786

TO: _____
Firm's Name

RE: PERSONNEL REFERENCE

Business Address

Applicant's Name [Printed or Typed]

ATTENTION: _____
Former Supervisor's Name

I am submitting an application for the position of _____ with Mercer University. I cannot be considered for employment until my references are on file. Will you please complete the items listed below and mail this form at your earliest convenience to the address above.

Thank you for your cooperation and prompt attention.

Applicant's Signature

Please check one of the following for each category:					
E = Excellent	G = Good		S = Satisfactory		U = Unsatisfactory
	E	G	S	U	Comments
Quality of Work					
Quantity of Work					
Job Knowledge					
Ability					
Attitude on the Job					
Ethical Conduct on the Job					
Cooperation with Co-workers					
Attendance					
Punctuality					
Overall Evaluation of Performance of this Person					

In what capacity have you known applicant? () Fellow employee () Employee supervised by me
() Other _____

How long was your association with the applicant? _____

What position did applicant occupy? _____

Why did applicant leave your employ? _____

Would you re-employ? _____

Is there any other information you can provide that will help us evaluate applicant? If additional space is needed, use back of form. _____

SIGNATURE _____

DATE _____

POSITION _____