



1226 Carpenter Rd SE, Ste B-1
Lacey, WA 98503
360-705-4665, fax 360-705-4654

WORK REFERENCE FORM

Note to applicant: Three Work Reference Forms are needed, please make copies. Fill out top portion with previous employer information and submit with application.

Applicant: _____

I authorize the employer to release to Kokua the information requested on this form.

Signature of Applicant

Date

Reference
Company: _____

Contact Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

Fax: _____

Dates of Employment with reference listed: _____

THIS PORTION IS TO BE COMPLETED BY FORMER EMPLOYER

The applicant listed on this form has applied for employment with Kokua and has provided your name as a contact for reference of previous employment. Please complete and return form by fax or mail. Thank You!

Applicant's abilities in the following areas:

	Excellent	Good	Average	Poor	N/A
Cooperation & Teamwork	_____	_____	_____	_____	_____
Reliability	_____	_____	_____	_____	_____
Punctuality & Attendance	_____	_____	_____	_____	_____

Dates of Employment: _____

Would you rehire? _____

Reason for leaving: _____

Signature

Title

Date