

LETTER OF RECOMMENDATION-FORMER EMPLOYER

Applicant's Name: _____

Position: _____

The above named applicant has applied for a position with us, and has given your name as a former employer. Any information you are able to provide us with respect to the questions below will be appreciated. Your reply will be held in strict confidence. Please remember that time is of the essence.

Mail to: Lynette Richardson
New Oak Grove Missionary Baptist Church
3200 Head River Road
Virginia Beach, VA 23457

1. Company Name: _____

Date of Employment: From _____ to _____

Positions held _____

Salary when leaving _____

Why did applicant leave your employment?

How would you rate applicant as to:

	Excellent	Above Average	Average	Below Average
A. Quality of Work	_____	_____	_____	_____
B. Quantity of Work	_____	_____	_____	_____
C. Attendance	_____	_____	_____	_____
D. Ability	_____	_____	_____	_____
E. Supervision required	Little _____	Average _____	Much _____	

To your knowledge has he/she any undesirable traits or habits? If yes, please explain:

Would you rehire if you had a position suitable to his/her experience and qualifications? Yes No

Remarks concerning this individual:

(Additional remarks on other side)

Date _____ Signed _____

Title _____