STAFF/NON-EXEMPT REFERENCE

Return this form to the address below

Miami Dade College
Human Resources Department
Kendall Campus
11011 SW 104 Street
Miami, FL 33176-3393

H R - R E F - L E T

TO BE COMPLETED BY APPLICANT

TO:

Company/School or Business Name

Address

City State Zip

REFERENCE FOR:

Applicant's Name Printed or Typed

Social Security Number

Address

City State Zip

ATTENTION:
Please complete the items listed below and mail this form at your earliest convenience to Human Resources at the above address.
This form is subject to the provisions of Florida Statutes 119, "Public Records Open to Examination by Citizens."

Thank you for your cooperation and prompt attention.

TO BE COMPLETED BY REFERENCE

Please provide us with your written comments regarding those areas in which your personnel records reflect the applicant's performance. Check one of the following for each category:

	Outstanding	Satisfactory	Unsatisfactory	Comments
Ability				
General Appearance				
Industry (Perseverance, Dependability)				
Ethical Standards				
Interpersonal Skills				
Thoroughness				
Organizing Ability				
Attendance				
Punctuality				
Ability to work in a multi/cultural, multi/ethnic environment				
Overall Evaluation of this person				

Note: References from personal friends or acquaintances are not acceptable.

In what capacity have you known this applicant?

How long was your association with the applicant? From: Date to Date

What position did applicant occupy?

Why did applicant leave your employ?

Would you re-employ? YES NO

Please provide us with any additional information which might aid us in the overall evaluation of this applicant.

Signature of person making the reference

Printed Name

Title

Telephone No.

Date

Revised 11/05

Miami Dade College is an equal access, equal opportunity affirmative action institution.

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