

## REFERENCE CHECKING POLICY

It is our policy to check references before placing an applicant with a client company. Please sign below, authorizing Reardon Associates to contact individuals you have provided.

**List supervisors or managers familiar with your work/volunteer achievements.**

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

COMPANY: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

RELATIONSHIP: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

COMPANY: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

RELATIONSHIP: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

COMPANY: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

RELATIONSHIP: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

I, \_\_\_\_\_ authorize Reardon Associates to contact those listed above in regards to my work performance, attendance, salary, attitude, dates of employment/volunteer experience, and eligibility for rehire. Additionally, I authorize Reardon Associates to disclose this reference information to prospective employers.

**SIGNED:** \_\_\_\_\_

**DATE:** \_\_\_\_\_