



# CARDINAL HAYES HOME FOR CHILDREN

PO BOX CH • 60 ST. JOSEPH DRIVE • MILLBROOK • NY • 12545

Phone (845) 677-6363 - Fax (845) 677-5288

## HUMAN RESOURCES

I have applied for employment at Cardinal Hayes Home/Day School and have listed you as a work reference. By this authorization, I hereby release you from any liability or action based upon the content of your answers.

\_\_\_\_\_  
×Applicant Signature

\_\_\_\_\_  
×Date

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\_\_\_\_\_ (SS# XXX-XX-\_\_\_\_\_ ) has applied for a position as a \_\_\_\_\_.

The above name applicant has provided a signed release for information regarding their employment. The application shows that he/she/they was/were employed at \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.

May we ask that you please confirm these dates by furnishing the information requested below and returning this form to us by faxing it directly to 845-677-5288 or emailing **lfoulke@cardinalhayeshome.org**

Your immediate response is very important as the offer of employment is contingent upon the receipt of a written reference. Your reply will be considered confidential. Thank you.

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Is the above information accurate? \_\_\_\_\_ Yes \_\_\_\_\_ No\*

\*If no, please provide the correct information:

\_\_\_\_\_  
Date of Hire

\_\_\_\_\_  
Date of Separation

\_\_\_\_\_  
Job Title

Do you feel this person would be comfortable around people with disabilities?	YES	NO
Is there anything in this person's employment that would jeopardize my client?	YES	NO
Is this person eligible for re-hire?	YES	NO
Would you re-hire this person again?	YES	NO

Additional comments relevant to pending employment offer would be appreciated:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature, Title

\_\_\_\_\_  
Date

Your cooperation is appreciated. Please feel free to contact me at 845-677-6363 if you have any questions or concerns. Thank you.

Human Resources