



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 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

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

The above name applicant has provided a signed release for information regarding his/her 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 directly to 845-677-5288?

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.

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