



# HOLY FAMILY INSTITUTE

*Restoring Hope, Transforming Lives*

## **EMPLOYMENT REFERENCE**

\_\_\_\_\_  
(Former Employer)

\_\_\_\_\_  
(Supervisor)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City, State, Zip)

\_\_\_\_\_  
(Telephone Number including area code)

I, \_\_\_\_\_ have applied for the position of \_\_\_\_\_ at Holy Family Institute. I have indicated that I worked for you from \_\_\_\_\_ to \_\_\_\_\_ under the title of \_\_\_\_\_. On the following page, please rate the following categories concerning my work performance/skills. With my signature below, I hereby authorize you to release any information pertaining to my employment/internship with you. Thank you.

\_\_\_\_\_  
Signature

#### HUMAN RESOURCES DEPARTMENT

8235 Ohio River Boulevard, Pittsburgh, PA 15202-1454 Phone: 412/766-4030; Fax: 412/415-8461 [www.hfi-pgh.org](http://www.hfi-pgh.org)

The official registration and financial information of Holy Family Institute may be obtained from the Pennsylvania Department of State by calling toll-free within Pennsylvania, 1-800-732-0999. Registration does not imply endorsement.

Please rate the following by placing a check (✓) in the box for either, above average, average, below average, or no knowledge.

	Above Average	Average	Below Average	No Knowledge
1. Adaptability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Honesty/Integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Ability to relate to children & families	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Ability to relate to fellow staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Job Performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Judgment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Self-Expression				
-- verbal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
-- written	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

12. Is the employee eligible for rehire?  Yes  No

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Company Name