

**CONFIDENTIAL REFERENCE REQUEST**

**APPLICANT:**

I \_\_\_\_\_ hereby give the individual/company listed below, permission to release all requested information from my employee records to Step One.

COMPANY NAME AND CONTACT:

COMPANY ADDRESS:

COMPANY TELEPHONE:

FAX:

APPLICANT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_ SS#: \_\_\_\_\_

**EMPLOYER:**

The above named individual is being considered for a position at Step One Please complete the following and return to Step One c/o Human Resources Dept. 106 Vineyard Avenue - Highland, NY 12528 or fax to 845-691-9339. Thank you.

Dates of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_

Position or Title and brief description of duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Eligible for Re-hire: \_\_\_\_\_

If no, please explain: \_\_\_\_\_

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

Name Printed: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_