



Date \_\_\_\_\_

To \_\_\_\_\_

RE \_\_\_\_\_

Social Security #   .

The above person has applied for employment as \_\_\_\_\_  
and we would appreciate the following information. Thank you for your assistance.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

### Applicant's Authorization

I hereby authorize you to verify former employment and to supply the information requested below, and I release you from any liability connected with the submission of the requested information.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature

Employed From \_\_\_\_\_ To \_\_\_\_\_

Type of Work \_\_\_\_\_

Rate of Pay or Salary at Time of Separation \_\_\_\_\_

Reason for Separation  Discharge  Lay-Off  Resignation

**Above Average**

**Average**

**Below Average**

Quantity of Work

Quality of Work

Motivation - Initiative

Interest in Work

Willingness to Accept Direction

Cooperation with Others

Attendance and Punctuality

Would you rehire the applicant?  Yes  No If no, please explain \_\_\_\_\_

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

To:

544 North Penryn Road  
Manheim, PA 17545

Pleasant View  
RETIREMENT COMMUNITY



Place  
Postage  
Here



To return, fold to inside. Thank you!



To return, address below must be visible



Pleasant View Retirement Community  
544 North Penryn Road  
Manheim, PA 17545



Place  
Postage  
Here

Attention: Human Resources  
Pleasant View Retirement Community  
544 North Penryn Road  
Manheim, PA 17545