



409 West Brewster Street  
 Harvey, ND 58341-1724  
 Phone (701) 324-4636  
 Fax (701) 324-4778  
 Website: www.hav-it.org

**Completed by Applicant:**

Dear Past Employer: I have applied for a position with HAV-IT Services. With my signature below, I am authorizing you to provide HAV-IT with the information requested on this form.

Signature \_\_\_\_\_ Date \_\_\_\_-\_\_\_\_-\_\_\_\_

Printed Name \_\_\_\_\_ Other name worked under (if applicable) \_\_\_\_\_

Name of Company \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

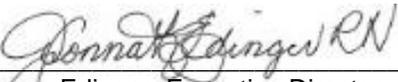
Person to Contact \_\_\_\_\_ Phone Number \_\_\_\_\_ E-mail \_\_\_\_\_

\_\_\_\_\_ from \_\_\_\_-\_\_\_\_-\_\_\_\_ to \_\_\_\_-\_\_\_\_-\_\_\_\_

Position held \_\_\_\_\_

**All reference requests will be sent from HAV-IT Services offices. Do not send this form to your past employer.**

Dear Past Employer,  
 When it comes to hiring a new employee, there is no question that input from a former employer is invaluable. It is crucial that each employee we hire has the right qualifications and work experience to perform their duties. The applicant named above indicates to have been in your employ and is authorizing you to answer the questions in the "Past Employer" section below. Your response shall be kept confidential unless otherwise required by law. Thank you for your contribution to our quality assurance process. Please return this to me in the self addressed stamped envelope.

  
 Donna Edinger, Executive Director \_\_\_\_\_ Date \_\_\_\_-\_\_\_\_-\_\_\_\_

**Completed By Past Employer:**

Are dates given correct?  Yes  No If not, give correct dates: From \_\_\_\_-\_\_\_\_-\_\_\_\_ to \_\_\_\_-\_\_\_\_-\_\_\_\_

Evaluation 3 = Exceeded expectations, 2 = Met expectations, 1 = Failed to meet expectations

	3	2	1	Additional Comments:
Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Productivity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Job Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Accuracy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Adaptability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Would you rehire?	<input type="checkbox"/> Yes <input type="checkbox"/> No			_____

Reason for leaving/comments? \_\_\_\_\_

Company \_\_\_\_\_ Signature/Title \_\_\_\_\_ Date \_\_\_\_-\_\_\_\_-\_\_\_\_

**Vision**  
 Everyone will be provided opportunities to reach their full potential.  
**Values**  
 Acceptance • Relationships • Self Worth & Dignity • Personal Success  
*Personal Choices – Quality Services*

