



Royal Staffing Services

3625 Thousand Oaks Blvd., Suite 245
Westlake Village, CA. 91362-3625
Phone (805) 373 9909 or (818) 981 1080
Fax (805) 494 4365 or (818) 981 1338

REQUEST FOR REFERENCE

In keeping with Royal Staffing's policy of thorough screening, testing, and reference checking prior to referring a candidate to a client company or sending a new employee on a temporary assignment, we appreciate your response to the questions below. Please be assured that we shall honor the confidentiality of this information.

I authorize you to release to Royal Staffing Services all information regarding my employment by your company. You are released from any liability that may result from supplying this information.

Applicant Signature	
Applicant Name	
Applicant Job Title	
Dates of Employment	
Reason for Leaving	

Please tick which box accurately applies:

	Excellent	Good	Satisfactory	Below Average	Poor
Attitude					
Attendance					
Punctuality					
Knowledge of Job Duties					
Quality of Work					
Relationships with Colleagues:					
Relationships with Customers:					
Eligibility for Rehire					

Comments: _____

Signature: _____

Title: _____

Company Name: _____

Date: _____