



## REFERENCE REQUEST

I authorize my former employer to  
furnish Truman State University with  
the information requested on this form.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date

COMPANY NAME OR CONTACT: \_\_\_\_\_  
Fill in name of company/contact supplying reference

RE: \_\_\_\_\_

The above named individual has applied for employment with Truman State University as a Physical Plant Employee and has given you as a reference. Please provide the information requested and return this form to Truman.

Employed as: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Major duties: \_\_\_\_\_  
\_\_\_\_\_

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

Would you re-employ? \_\_\_\_\_

Comments:

Thank you for assisting us.

\_\_\_\_\_  
Signature of the person making the reference

\_\_\_\_\_  
Date