



Administrative Offices
243 Prospect Park West, Brooklyn, New York 11215
Tel. (718) 832-1075 * Fax (718) 832-7618

Reference Name: _____

Address of Reference: _____

Email/ Telephone: _____

Hello,

_____ has applied for employment at Mercy Home and your name was given as a personal reference.

Mercy Home offers a full range of therapeutic services to the men and women who live in our group residences. Skilled professional, dedicated direct care and support staff provide a carefully structured environment and a continuum of care for our men and women with mental retardation, many of whom are non-verbal or self-abusive, have severe neurological and sensory deficits, seizure disorders or physical handicaps.

We would appreciate any information that you can share to help us determine the suitability of this person's application for employment. Please provide an honest and complete summary of your impression of the applicant on the reverse side of this letter. Your comments will be held in strict confidence and will not be shared with the applicant at any time.

We ask that you return your personal reference in the envelope that has been provided as soon as possible or fax it back to us at 718-832-7618. Please do not hesitate to call us at 718-832-1075 ext. 25 if you have any questions or would like to provide additional information.

Thank you very much for helping to keep our consumers safe.

Respectfully,

Human Resources



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PERSONAL REFERENCE FORM

Applicant Name _____ Date _____

Your Name _____ Telephone No.: _____

How long have you known this perspective employee and in what capacity?

Please circle the number in the scale that reflects your opinion of the person. Few people fall in the highest or lowest categories. Please use these extremes to indicate significant impressions about the person.

	LOW		AVERAGE		HIGH
Stability and harmony in the person's life	1	2	3	4	5
Calm and compassionate towards individuals	1	2	3	4	5
Interpersonal communication and listening	1	2	3	4	5
Ability to be flexible	1	2	3	4	5
Respect of diverse lifestyles, cultures	1	2	3	4	5
Dependability	1	2	3	4	5
Judgment and problem solving	1	2	3	4	5

Do you believe this applicant is suitable to work with developmentally disabled individuals? _____

Please share any additional comments about the applicant.

Your Signature _____ Date _____

Again, we thank you for helping us keep our consumers safe.