

# **PROFESSIONAL REFERENCE LIST**

(to be completed by applicant during interview process)

**Applicant Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*Please provide three (3) professional references to be contacted by Family & Community Services, Inc. during the employment process. At least two of these three references must be a manager, supervisor or someone to whom you had a direct reporting relationship.*

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## **Reference #1**

Name: \_\_\_\_\_

Company: \_\_\_\_\_ Job Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Was this person your manager or supervisor? Yes  No  Please specify: \_\_\_\_\_

How long did you report to this person? \_\_\_\_\_ Approximate dates \_\_\_\_\_

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## **Reference #2**

Name: \_\_\_\_\_

Company: \_\_\_\_\_ Job Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Was this person your manager or supervisor? Yes  No  Please specify: \_\_\_\_\_

How long did you report to this person? \_\_\_\_\_ Approximate dates \_\_\_\_\_

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## **Reference #3**

Name: \_\_\_\_\_

Company: \_\_\_\_\_ Job Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Was this person your manager or supervisor? Yes  No  Please specify: \_\_\_\_\_

How long did you report to this person? \_\_\_\_\_ Approximate dates \_\_\_\_\_