

SHORELINE, INC.
APPLICANT/EMPLOYEE LETTER OF REFERENCE

All prospective employees are required to provide two (2) letters of reference from **unrelated individuals** personally acquainted with the applicant's professional / clinical performance in other settings. The references must reflect this knowledge. These letters are required at the time of hire. For clinical staff the letters must be from professional schools, internships, residency or postdoctoral program. The use of this form is optional.

Applicant/Employee Name: _____

Please provide a professional reference for the above mentioned employee or employee candidate.

How long have you known the person? _____

In what way are you acquainted with this person's conduct in a professional environment? _____

When and where did you have the opportunity to observe in the workplace? _____

In your opinion is this person appropriate to work with adolescents in an environment that treats drug and alcohol addiction and focuses on maintaining a sober life style? Explain your answer. _____

What other comments can you provide in support of this person being part of the Shoreline, Inc. organization? _____

This applicant will be working with an adolescent population. Texas facilities are required by State law to ask the following question. "Are you aware of any possible sexual contact, exploitation or therapeutic deception of any current or former client by the applicant?" _____

If yes, please explain: _____

TO YOUR KNOWLEDGE IS/DOES THIS PERSON :	YES	NO	COMMENTS
EXHIBIT GOOD WORK ETHICS AND PROFESSIONAL CONDUCT	YES	NO	
PUNCTUAL AND RELIABLE	YES	NO	
HONEST AND TRUSTWORTHY	YES	NO	
COMMITTED AND GOAL ORIENTED	YES	NO	
AN EFFECTIVE TEAM MEMBER	YES	NO	
PARTICIPATORY IN TRAINING AND JOB SKILL DEVELOPMENT PROGRAMS	YES	NO	
A POSITIVE ROLE MODEL FOR ADOLESCENTS	YES	NO	
EXHIBIT GOOD JOB SKILLS AND HABITS	YES	NO	

Please Print:

Name of reference provider: _____ Phone: _____

Address: _____

Signature of reference provider

Profession

Date