



**WEST VIRGINIA  
TAX DIVISION**

**Matthew R. Irby, State Tax Commissioner**

**EMPLOYMENT REFERENCE FORM**

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Telephone: \_\_\_\_\_

Attention: \_\_\_\_\_

**Applicant Reference Requested For:** \_\_\_\_\_

**Position Sought:** \_\_\_\_\_

Agency Requesting Reference: West Virginia Tax Division

Tax Division Contact: \_\_\_\_\_

Email: \_\_\_\_\_

Tax Division Contact Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

The applicant named above has provided your name as a reference; a signed release is provided below. We would appreciate it if you would verify the information provided by the applicant on the attached form and answer the additional questions. To submit your responses, you may scan and return by email to the Tax Division Contact listed above.

If any applicant provided information is incorrect, simply strike through it, write in the correct information, and initial. If you have any questions, please contact the requesting agency listed above.

**Release of Liability**

I am being considered for employment with the State of West Virginia and have willingly consented to having my references contacted for information regarding my employment, volunteer, or other activities. Accordingly, I authorize all current and former employers, educational institutions, governmental entities, organizations, or individuals to truthfully respond to the enclosed reference request and to provide all the information requested.

On behalf of my heirs, assigns, successor interests, and me, I hereby forever release and hold harmless any and all persons, who request and/or furnish any information, from any liability or damage whatsoever, under any and all possible causes of legal action, which may result because of truthful responses to this request for information. I also hereby knowingly and permanently waive any rights I may have to examine or discover the contents of the provided reference.

A facsimile or photocopy of this authorization is as effective and valid as the original. If I am hired, your response will remain on file at the referenced agency. Please provide the requested information within ten (10) days of the date of this release so that I may receive further consideration for employment.

**Applicant  
Signature:** \_\_\_\_\_

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

Applicant's Name: \_\_\_\_\_

Position Held: \_\_\_\_\_

From: \_\_\_\_\_

To: \_\_\_\_\_

REFERENCE – PROVIDED INFORMATION: Please circle the appropriate number, with a 5 meaning a strong yes, 3 meaning met expectations, and 1 meaning a strong no.

Strong No | Met Expectations | Strong Yes

Applicant exhibited a good work ethic	1	2	3	4	5
Applicant demonstrated appropriate interpersonal skills with his/her peers	1	2	3	4	5
Attendance was satisfactory	1	2	3	4	5
Applicant was responsible and showed initiative	1	2	3	4	5
Applicant's skills were satisfactory, and he/she generally completed his/her work without errors	1	2	3	4	5
The applicant was committed to good performance and meeting his/her goals	1	2	3	4	5
The applicant was able to understand and follow instructions	1	2	3	4	5

Please add any appropriate job-related comments about the applicant, particularly regarding any rating above:

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Reference Provided By:

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

Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR AGENCY USE ONLY:** If the reference is completed via telephone:

- 1) Complete the name and title (above) of the person providing the reference
- 2) Advise that the responses are being recorded on this form. Can provide a copy if requested.

Name of person documenting telephone conference: \_\_\_\_\_

Title of person documenting telephone conference: \_\_\_\_\_

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