



**Employment Reference Request**  
**雇佣证明信**

To: .....  
收信人: .....  
Re: .....  
标题: .....

Dear Sir/Madam

尊敬的先生/女士:

The above named has applied to our hotel for the position of ..... and  
states that he / she was employed by you as: ..... Between the  
dates of: ..... And: .....

上述人员业已申请我司酒店担任.....职位, 并且他/她  
于.....至.....(日期)担任贵司  
的.....职位。

I would be grateful if you could comment on the applicant in the section overleaf and return this form to me in  
the envelope provided.

若您对本部分次页的申请人作出评论, 并将已填好的表格放入给定的信封里回寄给我们, 本人  
将不胜感激。

All information provided will of course, be treated in the strictest confidence.

当然, 我们将对您所提供的信息严格保密。

Yours faithfully,  
此致,

Human Resources Manager  
人力资源部经理

## **REFERENCE REQUEST**

### **证明信**

1. Are the afore-mentioned dates of employment accurate? If not, between what dates were he/she employed?
1. 上述雇佣日期准确吗？若不准确，他/她的真正雇佣时间是介于哪段时期？
2. In what position was he/she employed as?
2. 他/她担任什么职位？
3. Salary on leaving:
3. 他/她离职时的薪水是：
4. Why did he/she leave your employment?
4. 他/她为什么离职？
5. Would you re-employ?
5. 贵公司再次聘用他/她吗？
6. How would you assess the applicant under the following headings? (Please tick)
6. 请在以下表格对申请人作出评价。（请用打钩的方式）

	Exc. 优秀	Good 良好	Fair 一般	Poor 差
Timekeeping 守时				
Honesty 诚实				
Health Record 健康记录				
Attitude 态度				
Performance 业绩				
Ability to get on well with people 处理人际关系的能力				

Please add any further information which you feel may help me to assess the application  
请添加您认为可帮助我们评价此次应聘申请的其它信息。

Thank you!  
谢谢!

**Name:** .....  
**姓名:** .....

**Signature:** .....  
**签名:** .....

**Position:** .....  
**职务:** .....

**Date:** .....  
**日期:** .....

Company Stamp  
公章