



Henrico County Sheriff's Office Personal Reference Form



Applicant Name: _____ Position They Are Applying For: _____

Your Name: _____ Date _____ Phone Number: _____

What position did you hold when working with the applicant?

_____ Supervisor _____ Coworker _____ Other (Describe) _____

Dates you worked together - From: _____ To: _____

1. What strengths have you observed with this applicant?

2. What weaknesses have you observed with this applicant?

3. What example can you provide of how this applicant takes initiative?

4. What have you specifically observed regarding this applicant's leadership abilities?

5. Do you have any other comments you would like to add ?