



Prince William Area Agency on Aging  
5 County Complex Court, Suite 240  
Woodbridge, VA 22192  
703-792-6400  
Fax: 703-792-4734  
[www.pwcgov.org/aging](http://www.pwcgov.org/aging)

**PRINCE WILLIAM AREA AGENCY ON AGING  
CARE REGISTRY APPLICANT REFERENCE**

MUST BE PRINTED IN BLACK INK OR TYPED

**SECTION I**

I authorize Prince William Area Agency on Aging to contact my references and previous employers to determine my qualifications for this position.

\_\_\_\_\_  
Print Applicant Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature

**SECTION II**

Reference for: \_\_\_\_\_  
(Print Applicant name)

\_\_\_\_\_  
Date

From: \_\_\_\_\_  
(Print your name)

1. How long have you known this applicant? \_\_\_\_\_
2. What is your relationship to the applicant? \_\_\_\_\_
3. Has the applicant ever worked for you? \_\_\_\_\_  
If yes, date(s): \_\_\_\_\_ From: \_\_\_\_\_ to \_\_\_\_\_
4. What type of work did this person do for you? \_\_\_\_\_
5. Would you recommend this applicant? \_\_\_\_\_  
If you would not, do you care to explain your answer? \_\_\_\_\_  
\_\_\_\_\_
6. How would you rate his/her ability to perform assigned duties?
  - a. Housekeeping Duties Excellent \_\_\_ Good \_\_\_ Fair \_\_\_ Poor \_\_\_ N/A \_\_\_\_\_

**Empower, Enhance, and Enjoy Aging!**



Prince William Area Agency on Aging  
 5 County Complex Court, Suite 240  
 Woodbridge, VA 22192  
 703-792-6400  
 Fax: 703-792-4734  
[www.pwcgov.org/aging](http://www.pwcgov.org/aging)

- b. Meal Preparation      Excellent\_\_\_ Good\_\_\_ Fair\_\_\_ Poor\_\_\_ N/A\_\_\_
- c. Laundry                Excellent\_\_\_ Good\_\_\_ Fair\_\_\_ Poor\_\_\_ N/A\_\_\_
- d. Is the applicant patient and courteous?  
    Excellent\_\_\_ Good\_\_\_ Fair\_\_\_ Poor\_\_\_ N/A\_\_\_
- e. How well does the applicant handle emergencies and conflicts?  
    Excellent\_\_\_ Good\_\_\_ Fair\_\_\_ Poor\_\_\_ N/A\_\_\_
- f. How well does the applicant follow directions and respond to suggestions?  
    Excellent\_\_\_ Good\_\_\_ Fair\_\_\_ Poor\_\_\_ N/A\_\_\_
- g. How flexible is the applicant?  
    Excellent\_\_\_ Good\_\_\_ Fair\_\_\_ Poor\_\_\_ N/A\_\_\_
- h. Is the applicant punctual, reliable, and trustworthy?  
    Excellent\_\_\_ Good\_\_\_ Fair\_\_\_ Poor\_\_\_ N/A\_\_\_
- i. Are the fees charged by the applicant reasonable?  
    Excellent\_\_\_ Good\_\_\_ Fair\_\_\_ Poor\_\_\_ N/A\_\_\_

Would you recommend this applicant for our Care Registry?    Yes\_\_\_\_\_No\_\_\_\_\_

Additional Comments:

---



---



---



---

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

The Prince William Area Agency on Aging does not, in any way, certify, train, license or interview persons listed with the Care Registry. It is the responsibility of the prospective employer of a companion to determine the suitability of any person listed, and to hire, give directions and discharge a companion. **(Individuals who file with the Care Registry remain independent contractors, and are not employees of the Prince William Area Agency on Aging or Prince William County.)**

**Empower, Enhance, and Enjoy Aging!**

Funding for the Prince William Area Agency on Aging is received from the Administration for Community Living, the Department for Aging and Rehabilitative Services, Prince William County, and the cities of Manassas and Manassas Park. The Agency does not discriminate in admission to programs or activities or treatment of employment in programs or activities in compliance with appropriate state and federal statutes. If you feel you have been discriminated against, you have a right to file a complaint with the Agency by calling 703-792-6400.