

**ELEVATOR SUPERVISOR CLASS I REFERENCE LETTER**  
**(MUST BE COMPLETED AND SIGNED BY REFERENCE AND NOTARIZED DIRECTLY ON THE FORM BY A NOTARY PUBLIC)**

I, \_\_\_\_\_, \_\_\_\_\_,  
(REFERENCE'S NAME) (REFERENCE'S JOB TITLE)  
represent \_\_\_\_\_,  
(REFERENCE'S COMPANY)  
a company engaged in the elevator trade. I hereby attest that \_\_\_\_\_,  
(APPLICANT'S NAME)

who is applying for an elevator supervisor class I certificate of qualification through the City of Kansas City, Missouri, has more than three years of practical, hands-on experience in the elevator trade, full time, including experience in all of these areas of the elevator trade, as described in section 18-327 of the Kansas City, Missouri, Building and Rehabilitation Code:

Installation, alteration, modernization, maintenance, service, testing, and repair of any electric or electrohydraulic passenger or freight elevators, escalators, and moving walks.

I affirm that all of the applicant's elevator trades experience has been legally gained in the direct employ of one or more licensed contractors.

I also affirm that I have personally overseen this individual performing elevator tradeswork during that period of time and that he/she is competent at the trade and has demonstrated sufficient mastery of the trade to act in a supervisory capacity. My relationship to the applicant is:

- \_\_\_ Employer/employee
- \_\_\_ Supervisor/employee
- \_\_\_ Contractor/subcontractor
- \_\_\_ Competitor
- \_\_\_ Apprenticeship training coordinator or other official representing \_\_\_\_\_ union or trades association
- \_\_\_ Other: \_\_\_\_\_

I am not a past or present employee of the applicant, nor have I ever worked under the applicant's direction.

I certify that all the statements contained herein are true; and I hereby authorize verification of the information given in this reference letter. My daytime telephone number is: \_\_\_\_\_. I understand that misstatement of any pertinent facts may be grounds for disqualifying the applicant and/or for charges of making a false statement on an official document.

\_\_\_\_\_  
(REFERENCE'S SIGNATURE) (DATE)

**I HEREBY CERTIFY THAT THE SIGNATORY ABOVE APPEARED BEFORE ME, A NOTARY PUBLIC, ON THIS DATE.**

NOTARY PUBLIC'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

NOTARY PUBLIC'S STAMP AND SEAL: