

APPLICANT REFERENCE CHECK

Applicant's Name _____ Other Name Worked Under _____

Person contacted _____ Title _____ Company _____

Address _____ Phone No. () _____

Employment dates: From _____ To _____

Position held _____ Earnings _____ Per _____

Reported to (title) _____ Department size _____

Supervisory/Management responsibilities? _____ No. of direct reports _____

Describe applicant's effectiveness in meeting job responsibilities, e.g., ability to work with customers, management, peers; technical skills, ability to meet production goals, work habits, significant accomplishments.

What office equipment (machines, computers, etc.) did he/she operate and what was his/her proficiency level for each? _____

How would you rate his/her general attitude? _____

Work attendance _____ Punctuality _____ Dependability _____

Special strengths _____

Areas needing improvement _____

Level of trustworthiness, integrity, honesty _____

Did he/she handle company funds? _____ Bonded? _____

Reason for leaving your employment _____

Would you rehire? If not, why not? _____

Additional information that would be important for us to know _____

(Use reverse side for additional comments, if necessary)

Reference checked by _____ Date _____