

Telephone Reference Check Form

Applicant Name _____ Date _____

Position Applied For _____

REFERENCE INFORMATION

Person Contacted _____

Company _____ Title _____

Address _____

Phone Number _____ Position Applied For _____

May we use you as a reference? Yes No

(If the answer is no, ask if they can at least verify dates of employment, wage received and eligibility for rehire)

Dates of Employment From _____ To _____

Compensation Starting _____ Ending _____

Applicant's Previous Position (s) _____

Explanation of position or responsibilities _____

How would you evaluate:

His/her work in general _____

Ability to get along with others _____

Reason For Leaving _____

Strengths _____

Limitations _____

Dependability _____

Attendance _____

Would you rehire? Why or why not _____

Reference Checked By _____