

Reference Check Form

Date:

Applicant's Name:

Reference Name:

Reference Title:

Reference Employer:

Reference Phone:

What is your relationship to the applicant?

Did you directly supervise the applicant?

What were the applicant's dates of employment?

Why did the applicant stop working for you?

Would you rehire the applicant?

What were the applicant's job duties?

How well did the applicant relate to you and others when on the job?

How would you evaluate the applicant's work?