

APPLICANT REFERENCE CHECK

Applicant Name: _____

Reference Name: _____

Contact Date: _____

Method of Contact: Telephone E-mail Letter

Reference's Contact Information:

(phone number or email or street address)

Reference Type:

Former Employer Former Volunteer Personal

Other: _____

Organization: _____

Reference Questions:

1. How long have you known the applicant? _____

2. Under what circumstances? _____

3. What is your knowledge of this person's work? _____

4. How would you describe this person's manner of interacting with others? _____

5. Do you consider this person reliable and dependable? _____

6. Are you aware of complaints or concerns about this person's conduct on or off the job? (If yes, please describe the circumstances and insights) _____

7. Do you recommend this person to work with _____
_____ (in position under consideration)? Why or why not? _____

8. Is this person eligible for re-hire at your organization? (If no, can you tell us why not?)

9. ADDITIONAL NOTES/COMMENTS:

Person completing Reference Check

Signature: _____ Date: _____

Print Name: _____