

Reference Check Form

Applicant Information

Applicant Name _____ Date _____

Position Applying For _____

Reference Information

Reference Name _____ Title _____

Company _____ Phone # _____

Relation to Applicant _____

► *Complete the information below*

1. What position did the applicant hold in your company?
2. Would you rehire this person?
3. How many years have you worked with the applicant?
4. What position did the applicant hold in your company?
5. What are his/her strong points?
6. What are his/her weak points?
7. How much supervision does this person require?
8. Does the person follow through with assigned tasks?
9. Please comment briefly on the applicants:
Ability to supervise others
Quality of work
10. Is there anything you would like to share regarding the applicant's work or job performance?