

Reference Check Form

Applicant Information

Applicant Name _____ Date _____

Position Applying for _____

Reference Information

Reference Name _____ Title _____

Company _____ Phone _____

Relation to Applicant _____

1. What position did the applicant hold in your company? _____

2. Would you rehire this person? Yes No

3. How many years have you worked with the applicant? _____

4. What are his/her strong points?

5. What are his/her weak points?

6. How much supervision does this person require?

7. Does the person follow through with assigned tasks?

8. Describe the applicant's ability to supervise others.

9. Describe the applicant's quality of work.

10. Provide any additional comments regarding the applicant's work or performance.