

**REFERENCE CHECK**

Name of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Position Applied For: \_\_\_\_\_ Job Number: \_\_\_\_\_

Person Contacted: \_\_\_\_\_ Title: \_\_\_\_\_

Employer: \_\_\_\_\_ Telephone No.: (\_\_\_\_) \_\_\_\_\_

1. What were his/her dates of employment with your firm? From: \_\_\_\_\_ To: \_\_\_\_\_

2. What position did he/she hold when starting? \_\_\_\_\_ When leaving? \_\_\_\_\_

3. What were some of his/her duties? \_\_\_\_\_  
\_\_\_\_\_

4. How would you rate him/her compared to others in the same job?  Poor  Adequate  
 Good  Outstanding

5. What are his/her strong points? \_\_\_\_\_  
\_\_\_\_\_

Technical Skills: \_\_\_\_\_

Quality of Work: \_\_\_\_\_

Quantity of Work: \_\_\_\_\_

Attendance: \_\_\_\_\_ Punctuality: \_\_\_\_\_

6. Attitude towards job and/or co-workers: \_\_\_\_\_

7. Any weaknesses that you would care to point out? \_\_\_\_\_  
\_\_\_\_\_

8. Was he/she cooperative with other employees? \_\_\_\_\_

9. Would you rehire him/her?  YES  NO If no, why not? \_\_\_\_\_  
\_\_\_\_\_

10. Are there any other comments you wish to make which would help us in evaluating this applicant?  
\_\_\_\_\_

\_\_\_\_\_  
Checked by Signature

\_\_\_\_\_  
Date