

Employment Reference Check Form

Candidate Details

- Name of Candidate: _____
- Position Applied For: _____
- Department/Team: _____
- Date of Interview: _____

Reference Details

- Referee Name: _____
- Connection to Candidate: _____
- Organization: _____
- Role: _____
- Phone Number: _____
- Email: _____

Inquiry Checklist

- Duration of acquaintance with the candidate: _____
- Nature of professional relationship: _____
- Verification of employment (dates and position): _____
- Assessment of work quality: _____
- Punctuality and attendance: _____
- Ability to work in a team: _____
- Leadership qualities: _____
- Any areas for improvement: _____

Comments



- _____

Reviewer's Observations

- _____
- **Confirmed information is true to the best of my knowledge.**