

Reference Check Form Filled Sample

Applicant's Information

- **Name:** John Doe
- **Applied Position:** Senior Developer
- **Department:** IT
- **Application Date:** 01/15/2023

Referee's Information

- **Name:** Jane Smith
- **Relation:** Former Supervisor
- **Company:** Tech Innovations Inc.
- **Position:** IT Manager
- **Phone:** (555) 123-4567
- **Email:** jane.smith@techinnovations.com

Interview

- **Years acquainted:** 5
- **Relationship nature:** Professional
- **Employment verification:** Confirmed (2018-2022, Senior Developer)
- **Work quality:** Excellent, innovative solutions
- **Attendance:** Always punctual, seldom took days off
- **Teamwork:** Exceptional, a key team player
- **Leadership:** Led several successful projects, great mentor
- **Improvement areas:** Sometimes overly detail-oriented

Additional Notes

- Highly recommended for leadership roles, a valuable asset to any team.

Signature

- Information verified and accurate.