### **Reference Check Form PDF**

**Applicant Information**

* **Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Position Applied For: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Application Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reference Information**

* **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Relationship to Applicant: \_\_\_\_\_\_\_\_\_**
* **Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Questions**

* How long have you known the applicant? \_\_\_\_\_\_\_\_\_\_
* In what capacity have you worked with the applicant? \_\_\_\_\_\_\_\_\_\_
* Can you confirm the applicant’s employment dates and position? \_\_\_\_\_\_\_\_\_\_
* How would you describe the applicant's reliability and dependability? \_\_\_\_\_\_\_\_\_
* What are the applicant's strengths and weaknesses? \_\_\_\_\_\_\_\_\_\_
* Can the applicant work well under pressure? \_\_\_\_\_\_\_\_\_\_
* Would you rehire the applicant? Why or why not? \_\_\_\_\_\_\_\_\_\_

**Additional Comments**

**Evaluator's Notes**

* I certify that the above information is accurate to the best of my knowledge.

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