

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.