

Employment Reference Form PDF

Applicant's Information:

- Full Name: _____
- Position Applied For: _____
- Date of Employment: _____
- Department: _____

Reference Information:

- Referee's Name: _____
- Job Title: _____
- Company Name: _____
- Relationship to Applicant: _____
- Contact Information (Phone/Email): _____

Employment Details:

- How long have you known the applicant? _____
- Can you confirm the employment dates listed? _____
- What were the applicant's primary duties? _____
- Would you rehire this employee? ___Yes ___No

Performance Ratings: (Please rate the following on a scale from 1 to 5)

- Punctuality: 1 2 3 4 5
- Teamwork: 1 2 3 4 5
- Communication Skills: 1 2 3 4 5
- Problem-solving: 1 2 3 4 5
- Leadership: 1 2 3 4 5

Additional Comments: _____

Signature: _____ Date: _____