**Employment Reference Form Sample**

**Applicant's Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employment Duration: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reference’s Information:**

* **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Work Performance: Please provide ratings based on your professional experience with the applicant.**

1. **Reliability: \_\_ 1 \_\_ 2 \_\_ 3 \_\_ 4 \_\_ 5**
2. **Adaptability: \_\_ 1 \_\_ 2 \_\_ 3 \_\_ 4 \_\_ 5**
3. **Work Ethics: \_\_ 1 \_\_ 2 \_\_ 3 \_\_ 4 \_\_ 5**
4. **Communication: \_\_ 1 \_\_ 2 \_\_ 3 \_\_ 4 \_\_ 5**

**Additional Feedback:**

* **What are the strengths and weaknesses of this applicant? \_\_\_\_\_\_\_\_\_\_\_\_**
* **Would you rehire this applicant? \_\_\_Yes \_\_\_No**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**