**Pre Employment Reference Form**

**Applicant Information:**

* **Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Position Applied: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Current Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reference Information:**

* **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Relationship with Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employment Verification:**

* **Job Title during Employment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Length of Employment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Main Responsibilities: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Performance Evaluation: (Please rate the applicant’s performance)**

1. **Punctuality: \_\_ 1 \_\_ 2 \_\_ 3 \_\_ 4 \_\_ 5**
2. **Problem-solving: \_\_ 1 \_\_ 2 \_\_ 3 \_\_ 4 \_\_ 5**
3. **Leadership: \_\_ 1 \_\_ 2 \_\_ 3 \_\_ 4 \_\_ 5**
4. **Time Management: \_\_ 1 \_\_ 2 \_\_ 3 \_\_ 4 \_\_ 5**

**Additional Notes: Please provide any additional comments regarding the applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Reference: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**