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:** _____