

## Reference Check Form

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Position Applied For

\_\_\_\_\_  
Reference Name and Title

\_\_\_\_\_  
Working/Reporting Relationship to Candidate

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Date

---

1. What position did the applicant hold with your organization? \_\_\_\_\_
2. What were the dates of employment? \_\_\_\_\_ to \_\_\_\_\_
3. Please describe the job duties and responsibilities of this position.
4. How would you describe the applicant's overall performance?
5. What duties did the applicant perform the best?
6. What areas could have been improved?
7. Tell me about his/her ability to work well with others in the workplace.
8. Why did the applicant leave? Was it voluntary or involuntary?
9. Were there any performance issues?
10. Did the applicant have a disciplinary record? If so, please briefly describe the nature of that record.
11. Would you re-employ this applicant, and if not, why?
12. Is there anything else of significance that you believe we should know?

Reference Check conducted by: \_\_\_\_\_ Title: \_\_\_\_\_