

**REFERENCE CHECK**

Applicant: \_\_\_\_\_ Position Applied for: \_\_\_\_\_

Organization worked for: \_\_\_\_\_

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

Reference Provided By: \_\_\_\_\_

Title of person giving reference: \_\_\_\_\_

Business Relationship to applicant: \_\_\_\_\_

Position Applicant Held: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Describe his/her work habits and organizational skills?

Can you tell me about his/her interpersonal/team player skills?

Describe his/her communication skills and his/her ability to adapt to varying audiences?

Describe his/her attendance/punctuality record?

Would you consider rehiring?

Are there any other comments you would like to make that you feel would help us with our hiring decisions?

Would you verify salary at time of termination? Salary is \$ \_\_\_\_\_ per hour / year.

\_\_\_\_\_  
Reference checked by:

\_\_\_\_\_  
Date: