



REFERENCE CHECKS

Applicant Name _____ Date _____

REFERENCE 1

Name _____ Title _____

Company _____ Dates employed: _____

Work relationship with applicant (supervisor, co-worker, etc.) _____

How was her/his attendance? _____

What would you consider to be his/her strengths? _____

What would you consider to be his/her weaknesses ? _____

Any additional comments? _____

Reason for leaving _____ Eligible for rehire? _____

REFERENCE 2

Name _____ Title _____

Company _____ Dates employed: _____

Work relationship with applicant (supervisor, co-worker, etc.) _____

How was her/his attendance? _____

What would you consider to be his/her strengths? _____

What would you consider to be his/her weaknesses ? _____

Any additional comments? _____

Reason for leaving _____ Eligible for rehire? _____

REFERENCE 3

Name _____ Title _____

Company _____ Dates employed: _____

Work relationship with applicant (supervisor, co-worker, etc.) _____

How was her/his attendance? _____

What would you consider to be his/her strengths? _____

What would you consider to be his/her weaknesses ? _____

Any additional comments? _____

Reason for leaving _____ Eligible for rehire? _____

References checked by: _____

