



THE UNIVERSITY OF
TOLEDO
1872

Reference Check Form

Applicant Name: _____

Checked by: _____

Date: _____

Dept: _____

Position: _____

PAF# _____

1. Can you confirm that [EMPLOYEE NAME] worked at [COMPANY NAME]? Dates _____ to _____.
2. What position did he/she hold in your company? Duties?
3. Please describe the quality of his/her work?
Is person gets along well with patients, families, supervisors? Can you identify any area for improvement?
4. What was the applicant's reason for leaving the company?
Would be eligible for rehire? Yes/No? Comment why if no?

Reference 1: Name: _____ Contact #: _____

Company / Position : _____ [] Supervisor; [] Personal

- 1.
- 2.
- 3.
- 4.

Reference 2: Name: _____ Contact #: _____

Company / Position : _____ [] Supervisor; [] Personal

- 1.
- 2.
- 3.
- 4.

Reference 3: Name: _____ Contact #: _____

Company / Position : _____ [] Supervisor; [] Personal

- 1.
- 2.
- 3.
- 4.