



Reference Check Form

Confidential – For Employment Verification Purposes Only Applicant

Information

Applicant Name: _____

Position Applied For: _____

Department: _____

Hiring Manager: _____

Reference Checked By: _____

Date: _____

Requisition /PAF #: _____

Reference #1 Information

Reference Name: _____

Organization: _____

Job Title: _____

Phone Number: _____

Email Address: _____

Relationship to Applicant: _____

Employment Verification

Please confirm the applicant's dates of employment (from – to): _____

What was the applicant's job title and primary responsibilities?

How would you describe the applicant's overall job performance?

How did the applicant interact with supervisors, peers, and clients?

What was the reason for the applicant's separation from employment?

Rehire & Recommendation

Would you rehire this individual if given the opportunity? _____

If no or unsure, please explain:

Additional comments you believe are relevant to the applicant's suitability for this role:

Reference #2 Information

Reference Name: _____

Organization: _____

Job Title: _____

Phone Number: _____

Email Address: _____

Relationship to Applicant: _____

Employment Verification

Please confirm the applicant's dates of employment (from – to): _____

What was the applicant's job title and primary responsibilities?

How would you describe the applicant's overall job performance?

How did the applicant interact with supervisors, peers, and clients?

What was the reason for the applicant's separation from employment?

Rehire & Recommendation

Would you rehire this individual if given the opportunity? _____

If no or unsure, please explain:

Additional comments you believe are relevant to the applicant's suitability for this role:

Reference #3 Information

Reference Name: _____

Organization: _____

Job Title: _____

Phone Number: _____

Email Address: _____

Relationship to Applicant: _____

Employment Verification

Please confirm the applicant's dates of employment (from – to): _____

What was the applicant's job title and primary responsibilities?

How would you describe the applicant's overall job performance?

How did the applicant interact with supervisors, peers, and clients?

What was the reason for the applicant's separation from employment?

Rehire & Recommendation

Would you rehire this individual if given the opportunity? _____

If no or unsure, please explain:

Additional comments you believe are relevant to the applicant's suitability for this role: