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**Form:** 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? \_\_\_\_\_

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