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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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Name _____ Title _____
Company _____ Dates employed: _____
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