REFERENCE CHECK FORM

Instructions: This form may be used to record information obtained through a reference check. For more information on checking references, see *Making the Call*.

PART I – COMPLETED BY APPLICANT

I understand that the companies and educational institutions listed on my application for employment or resume may be contacted for a reference as part of the hiring process. I authorize the release of information and release each from any and all claims or liabilities arising from my application for employment with this agency. I hereby acknowledge that I have read and understand this statement, and hereby authorize this agency to obtain a reference check.

Applicant's Name	Applicant's Signature	Date Signed
Reference name	Relationship to Applicant	Company/Agency/School
Dates of Employment (Start to End Dates)	Position(s) Held	Salary History

PART II – COMPLETED BY SUPERVISOR (OR DESIGNEE)

Explain the reason for your call and verify the above information with the reference (including the reason for leaving.) Then, ask the following questions of the reference.

1. Please describe the type of work for which the candidate was responsible.

2. How would you describe the applicant's relationships with coworkers, subordinates (if applicable), and with superiors?

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3. How is the applicant's work attitude? Please elaborate.

4. How would you describe the quantity and quality of output generated by the former employee?

5. How would you describe his/her attendance and reliability as it relates to the position he/she had with you?

6. What were his/her strengths on the job?

7. What were his/her weaknesses on the job/areas for improvement?

8. What is your overall assessment of the candidate?

9. Would you recommend him/her for this position? ☐Yes ☐No Why or why not?

10. Would you rehire this individual? ☐Yes ☐No Why or why not?

11. Can you recommend one or two other sources that I should seek references from for this candidate?

Comments.