

SAMPLE
REFERENCE CHECK FORM
PLEASE PRINT

Applicants name: _____ Date: _____

Company contacted: _____ Phone #: _____

Reference given by: _____

Working relationship with candidate: _____ Title: _____
(supervisor, subordinate, peer)

Reference check made by:

When did the applicant work for your company? From: _____ To: _____

What was the applicant's position/title? _____

What information can you give concerning:

Quality of work? _____

Quantity of work? _____

Attendance? _____

How well did this person interact with:

Peers: _____

Subordinates: _____

Superiors: _____

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Do you have any reason to believe this person would be a danger to themselves or others?
_____ Yes _____ No

If yes, why? _____

Why did this person leave your company?

Are they eligible for rehire with your company? _____ Yes _____ No

If not, why? _____

Would you work with this person again? _____ Yes _____ No

Why? _____

Additional comments: _____
