

Telephone Reference Check

Applicant's Name \_\_\_\_\_

Reference's Name \_\_\_\_\_ Reference's Title \_\_\_\_\_

Relationship to Applicant  Employer (Name) \_\_\_\_\_  
 Professional  
 Personal

Reference's Employer \_\_\_\_\_

Applicant's Employment Date Started \_\_\_\_\_ Date left \_\_\_\_\_

Applicant's Title and Duties \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Overall Performance \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Strong Points \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Weak Points \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Final Pay \_\_\_\_\_

Attendance, Punctuality \_\_\_\_\_

Would Reference Rehire Candidate?  Yes  No If Not, why? \_\_\_\_\_

Reference Done By \_\_\_\_\_ Date \_\_\_\_\_