

Applicant Reference Check

Applicant Name: _____

Position Title Applied For: _____

Position # and Recruit #: _____

REFERENCE INFORMATION

Reference Provided by: _____ Title: _____

Organization: _____

Professional Reference

Supervisor Current/Previous

Employer

INDIVIDUAL'S PREVIOUS WORK HISTORY

Dates Employed: _____ to _____

Reason for leaving: _____

Eligible for re-hire: Yes No N/A

Ending or Current Salary: \$ _____ N/A

REFERENCE RELATIONSHIP

How long have you known this individual? _____ Years _____ Months

In what capacity have you known this individual?

Are you familiar with this individual's work? If so, please describe?

RECOMMENDATION

Would you recommend this individual for the position described? Yes No

Would you hire this individual again? Yes No

Why or why not?

Completed by: _____ Date: _____