



Reference Check Form

I _____, authorize HR Management to contact my former employer's to perform a reference check.

Applicant Signature

Date

APPLICANT NAME: _____

POSITION APPLYING FOR: _____

NAME OF REFERENCE: _____

JOB TITLE: _____

COMPANY: _____

CONTACT NUMBER: _____

POSITION APPLICANT HELD IN COMPANY: _____

PERIOD OF EMPLOYMENT: _____

MAIN DUTIES AND RESPONSIBILITIES: _____

OVERALL RATING OF WORK PERFORMANCE: _____

APPLICANT'S STRENGTH: _____

AREAS FOR IMPROVEMENT: _____

DESCRIBE APPLICANT'S HONESTY AND RELIABILITY: _____

DESCRIBE APPLICANT'S WORKING RELATIONSHIPS WITH SUPERVISORS AND CO-WORKERS: _____

WHAT WAS THE APPLICANT'S REASON FOR LEAVING?: _____

HYPOTHETICALLY, WOULD YOU RE-EMPLOY THE APPLICANT?: _____

IS THERE ANYTHING ELSE YOU WOULD LIKE TO ADD ABOUT THIS APPLICANT?: _____

REFERENCE COMPLETED BY: _____ DATE: _____