



## REFERENCE CHECK

APPLICANT: \_\_\_\_\_

POSITION APPLIED FOR: \_\_\_\_\_

PRESENT/PAST EMPLOYER (Company): \_\_\_\_\_

ADDRESS: city \_\_\_\_\_ state \_\_\_\_\_ zip \_\_\_\_\_

Person Giving Reference: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Position/Title: \_\_\_\_\_

### EMPLOYMENT INFORMATION:

EMPLOYMENT DATES: from: \_\_\_\_\_ to: \_\_\_\_\_

Brief Summary of Duties: \_\_\_\_\_

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Work Habits: \_\_\_\_\_

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Dependability: \_\_\_\_\_

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Attendance: \_\_\_\_\_

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Attitude: \_\_\_\_\_

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Rehire? \_\_\_\_\_

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Additional comments: \_\_\_\_\_

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Date: \_\_\_\_\_ Reference check made by: \_\_\_\_\_