



## EMPLOYMENT REFERENCE CHECK FORM SERVICE AND SUPPORT PERSONNEL

Applicant\_\_\_\_\_

Reference Name\_\_\_\_\_

Position\_\_\_\_\_

Position\_\_\_\_\_

Campus\_\_\_\_\_

District/firm\_\_\_\_\_

Phone\_\_\_\_\_

### AREAS OF INQUIRY

1. Dates of employment\_\_\_\_\_ How long have you known applicant?\_\_\_\_\_
2. What was your relationship to applicant?\_\_\_\_\_
3. Applicant's job title/ responsibilities\_\_\_\_\_
4. Reason for leaving\_\_\_\_\_
5. Attendance\_\_\_\_\_
6. Willingness to work hard (self-disciplined)\_\_\_\_\_
7. Communication skills\_\_\_\_\_
8. Ability to plan, organize, and complete projects on time\_\_\_\_\_
9. Relationship with coworkers and supervisor\_\_\_\_\_
10. Dependability\_\_\_\_\_
11. Detail oriented\_\_\_\_\_
12. Percent of work that needed correction or had to be redone\_\_\_\_\_
13. Technical skills\_\_\_\_\_
14. Describe the work environment that was best for this applicant\_\_\_\_\_  
\_\_\_\_\_
15. Would you rehire this person?\_\_\_\_\_
16. Describe position for which applicant has applied. *Then ask the following:* would this applicant be suited to a position of this nature\_\_\_\_\_  
\_\_\_\_\_

### ADDITIONAL COMMENTS:

Reference checked by\_\_\_\_\_

Date\_\_\_\_\_