



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 _____