



**REFERENCE CHECK FORM**

**APPLICANT INFORMATION:**

Applicant's Name:

\_\_\_\_\_  
First Middle Last

Employment Dates:

From: \_\_\_\_\_ To: \_\_\_\_\_

Reason for Leaving:

\_\_\_\_\_

Major Job Duties:

\_\_\_\_\_

Special Skills:

\_\_\_\_\_

Met job requirements in terms of quantity of work?

- Exceeded Requirements  
 Met Requirements  
 Did Not Meet Requirements

Met job requirements in terms of quality of work?

- Exceeded Requirements  
 Met Requirements  
 Did Not Meet Requirements

Cooperated with fellow employees and supervisors?

- YES  NO

Usually came to work on time?

- YES  NO

Absent more than 10 days (except vacation) in the last year of employment?

- YES  NO  
If Yes, please explain:

Received an oral or written warning for performance or conduct in the last year of employment?

- YES  NO  
If Yes, please explain:

Committed any serious misconduct while on the job?

- YES  NO  
If Yes, please explain:

Required close supervision?

- YES  NO  
If Yes, please explain:

Would you rehire (or retain) this person?

- YES  NO  
If No, why?

Additional Comments/Explanations: