Reference Checks

Name of Applicant: _____

Position Applying For: _____

Most Recent Employer

Company Name: _____ Phone Number: _____

Supervisor Name: _____ Position Held: _____

Start Date: _____ End Date: _____

Any Comments: _____

_____

2nd Most Recent Employer

Company Name: _____ Phone Number: _____

Supervisor Name: _____ Position Held: _____

Start Date: _____ End Date: _____

Any Comments: _____

_____

Personal Reference

Name: _____ Phone Number: _____

How long have they known the applicant: _____

How do they know the applicant: _____

What can you tell me about the applicant? (for example, their personality, dependability, attitude):

_____

_____

Personal Reference

Name: _____ Phone Number: _____

How long have they known the applicant: _____

How do they know the applicant: _____

What can you tell me about the applicant? (for example, their personality, dependability, attitude):

_____

_____