

Employer Reference Check

Applicant's Name	
Company	Telephone No.
Supervisor	Title
Person Contacted	Title

1. Applicant states he/she was employed from _____ to _____
Is this correct? YES NO

2. Applicant states title was _____ Is this Correct? YES NO

3. What position(s) did he/she have during his/her employment?

Date	Title	Comments
_____	_____	_____
_____	_____	_____

4. Applicant states salary was \$ _____ Is this Correct? YES NO

5. What were his/her duties: _____

6. How did he/she get along with supervisor? _____
How did he/she get along with co-workers? _____

7. What was his/her attitude toward his/her work? _____
What was his/her attitude toward the organization? _____

8. How would you rate the quality of his/her work? _____
Quantity of work? _____

9. Did the applicant's absentee record affect his/her performance or the productivity of the unit?
YES NO If yes, please explain: _____

10. Were there any disciplinary actions taken against the applicant? YES NO If yes, please
explain: _____

11. Why did he/she leave your company? _____

12. Would you reemploy him/her? YES NO If No, please explain: _____

Employee Checking Reference

Date Reference Check Conducted

Academic Verification

College Name	Telephone No.
Degree	Confirmed Yes or No
Contact	Position
Comments	

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Personnel Technician

Date Academic Verification Conducted