

Reference Check			
Reference Number 17.00 Forms	Board Approval 10/2006	Effective Date 07/01/2018	Page 1 of 1

Date Completed: _____ Name of Candidate: _____

Company : _____ Telephone #: _____

Reference Name: _____ Relationship: _____

Employment Dates: from _____ to _____

If different, indicate dates: from _____ to _____

Wage: Starting \$ _____ Ending \$ _____

Position Title: Beginning _____

Ending _____

Attendance Poor _____ Average _____ Above Average _____ Outstanding _____ Declined to Comment _____

Tardiness Poor _____ Average _____ Above Average _____ Outstanding _____ Declined to Comment _____

Quality of work: Poor _____ Average _____ Above Average _____ Outstanding _____ Declined to Comment _____

Quantity of work: Poor _____ Average _____ Above Average _____ Outstanding _____ Declined to Comment _____

Why did he/she leave your company? Voluntary ___ Involuntary ___ Declined to Comment ___

Did he/she give proper notice? Yes ___ No ___ Declined to Comment ___

Is this he/she eligible for rehire? Yes ___ No ___ Declined to Comment ___

Additional questions must be job related

- Strengths _____

- Weaknesses _____

- Initiative _____

- Relationships with others _____

- Additional Comments: _____
