**Employment Reference Check Form**

*(Verify that the applicant has provided permission before conducting reference checks)*

Candidate Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Reference Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Dates of Employment:   
  
From:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Position(s) Held:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Salary History:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Reason for Leaving:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
  
Explain the reason for your call and verify the above information with the supervisor (including the reason for leaving)  
  
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1. Please describe the type of work for which the candidate was responsible.  
  
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2. How would you describe the applicant's relationships with coworkers, subordinates (if applicable), and with superiors?   
  
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3. Would you consider the candidate to be a team player? Please explain.  
  
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4. How would you describe the quantity and quality of output generated by the former employee?  
  
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5. What were his/her strengths on the job?  
  
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6. What were his/her weaknesses on the job?  
  
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7. What is your overall assessment of the candidate?  
  
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8. Would you recommend him/her for this position? Why or why not?  
  
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9. Would this individual be eligible for rehire? Why or why not?  
  
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Other comments?  
  
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