

Reference

Employer: _____ Employer id _____

Telephone Reference Check Form

Applicant Information

Applicant Name: _____ Date: _____
Last First M.I.

Position Applied for: _____

Recruiter Name: _____

Contact Information

Name of Contact: _____

Title: _____ Phone: _____

Company: _____

Address: _____

Street Address Suite #

City State ZIP Code

Reference Comments

How do you know is applicant?

How long have you known this applicant?

What are some of the applicant's best qualities?

Do you believe this applicant to be of good moral character?

Would you recommend this applicant be a support staff worker?

Is there anything else you would like to add?

Thank you for your time and assistance.

HR Signature _____ *Completed Date* _____