**APPLICANT TELEPHONE REFERENCE CHECK FORM**

*\* Recommend References to be completed with supervisors of the last two former employers*

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| **Name of Applicant:** | Click here to enter text. |
| **Position Applied For:** | Click here to enter text. |
| **Name and Title of Respondent/ Reference:** | Click here to enter text. |
| **Company:** | Click here to enter text. |

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|[ ]  Company Not Willing to Give Reference Information |

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| **Employment Dates** | From: | Click here to enter text. | To: | Click here to enter text. |
| **Position(s) Held:** | Click here to enter text. |

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| **Reason for Separation:** |[ ]  Quit |[ ]  Laid Off |[ ]  Discharged |[ ]  Other: | Click here to enter text. |

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| **Comments:** Click here to enter text.  |

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| **What were the major job responsibilities of the employee’s position?** | Click here to enter text. |

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| **As an employee was/ is this person: (please comment on the following)** |
| *Able to Follow Instructions?* Click here to enter text. |
| *Able to understand job duties?* Click here to enter text. |
| *Receptive to feedback?* Click here to enter text. |
| *Able to work well with others?* Click here to enter text. |
| *Able to deal with job stress/ change?* Click here to enter text. |
| *Motivated/ Take Initiative?* Click here to enter text. |
| *Dependable? (attendance)* Click here to enter text. |
| *Productive? (meet deadlines)* Click here to enter text. |

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| **What would you consider to be some of this person’s strengths?** Click here to enter text. |

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| **What are some areas of performance that this person could improve or that you would recommend further development/ training?** Click here to enter text. |

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| **(Optional) – Please type additional questions asked, and reference provider’s response:** |
| *Type Question 1 Here.* | Type Question 1 Answer. |
| *Type Question 2 Here.* | Type Question 2 Answer. |
| *Type Question 3 Here.* | Type Question 3 Answer. |
| *Type Question 4 Here.* | Type Question 4 Answer. |
| *Type Question 5 Here.* | Type Question 5 Answer. |

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| **Eligible for Rehire?** |[ ]  Yes |[ ]  No | Click here to enter text. |

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| **Recommend for employment?** |[ ]  Yes |[ ]  No | Click here to enter text. |

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| **Comments/ Notes:** Click here to enter text. |

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| **Signature:** | Click here to sign your name. |

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| **Title:** | Click here to enter text. | **Date:** | Enter Today’s Date |