

Applicant's Name \_\_\_\_\_ Date \_\_\_\_\_

Name of Reference \_\_\_\_\_ Company \_\_\_\_\_

Relationship with Applicant \_\_\_\_\_ Date \_\_\_\_\_

Verification of Education \_\_\_\_\_ Date \_\_\_\_\_

Verify:

The dates of employment: from \_\_\_\_\_ to \_\_\_\_\_

Job title \_\_\_\_\_

Can you describe the applicant's job responsibilities with you? \_\_\_\_\_

---

---

---

How would you describe the applicant's ability to get along with people (co-workers, clients, customers)? \_\_\_\_\_

---

---

---

How would you describe or rate the applicant's technical skills? \_\_\_\_\_

---

---

---

What would you say are the applicant's professional strengths and weaknesses? \_\_\_\_\_

---

---

---

Would the applicant be eligible for rehire? Why or why not? \_\_\_\_\_

---

---

---

Reference conducted by \_\_\_\_\_