



TELEPHONE REFERENCE CHECK

Program Applying To _____

Name of Applicant _____

Position applied for _____ Program _____

Person Contacted _____ Title _____

Company _____ Phone # _____

Would you please verify the following information?

Was _____ employed by you from _____ to _____?

What was the nature of his/her employment?

How would you evaluate his/her work performance?

How would you rate his/her:

Dependability: Excellent___ Good___ Fair___ Poor___

Attendance: Excellent___ Good___ Fair___ Poor___

Ability to Interact
With Others: Excellent___ Good___ Fair___ Poor___

Need for Supervision: Excellent___ Good___ Fair___ Poor___

Why did he/she leave your company?

Would you rehire this person again? Yes___ No___

If no, please explain _____

Reference checked by _____ Date _____