## **APPLICANT REFERENCE CHECK**

Applicant Name:		
Reference Name:		
Contact Date:		
Method of Contact: Telephone E-mail Letter		
Reference's Contact Information:		
(phone number or email or street address)		
Reference Type: Former Employer Former Volunteer Personal Other:		
Organization:		
Reference Questions:		
How long have you known the applicant?		
2. Under what circumstances?		
3. What is your knowledge of this person's work?		

4.	How would you describe this person's manner of interacting with others?		
5.	Do you consider this person reliable and dependable?		
6.	Are you aware of complaints or concerns about this person's conduct on or off the job? (If yes, please describe the circumstances and insights)		
7.	Do you recommend this person to work with (in position under consideration)? Why or why not?		
8.	Is this person eligible for re-hire at your organization? (If no, can you tell us why not?)		
9.	ADDITIONAL NOTES/COMMENTS:		
Person	completing Reference Check		
Signature: Date:			
Print Na	Print Name:		

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