

# REFERENCE CHECK

NAME OF CANDIDATE: \_\_\_\_\_ DATE: \_\_\_\_\_

POSITION APPLIED FOR: \_\_\_\_\_

INTERVIEWER: \_\_\_\_\_ INTERVIEWEE: \_\_\_\_\_

1) What is your relationship to the applicant?

\_\_\_\_\_

2) In what capacity have you known or been involved with the applicant?

\_\_\_\_\_

3) To the best of your knowledge, has the applicant ever been convicted or pled guilty before any federal, state, or municipal court for a criminal offense (excl. minor traffic violations)?  Yes  No  
If yes, do you know the circumstances?  Yes  No

\_\_\_\_\_

4) To the best of your knowledge, has the applicant ever been accused or charged with one of the following?

Domestic Violence  Yes  No

Child Abuse or Molestations  Yes  No

Other Sexual Crime  Yes  No

5) If you were in the position to hire this person, would you do so?  Yes  No If no, why not?

\_\_\_\_\_

\_\_\_\_\_

6) Describe the applicant's interaction with clients/customers: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7) Describe the applicant's ability to get along with others in the workplace: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## REFERENCE CHECK

8) Describe the applicant's communication skills: \_\_\_\_\_

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9) Describe the applicant's organizational skills: \_\_\_\_\_

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10) Describe the applicant's strengths and weaknesses: \_\_\_\_\_

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