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: ________________________________

________________________________________

________________________________________

9) Describe the applicant’s organizational skills: ________________________________

________________________________________

________________________________________

10) Describe the applicant’s strengths and weaknesses: __________________________

________________________________________

________________________________________