

Employment Reference Checklist

Reference Name _____ Date ____/____/____

Reference Occupation/Company _____

Applicant Name _____

1. Could you please verify that (Applicant Name) was employed by your company?

From ____/____/____ To ____/____/____

If this is not correct, what are the dates?

From ____/____/____ To ____/____/____

2. For what position did you hire (Applicant Name)?

What job duties were involved with this position? _____

3. What was (Applicant's Name) position prior to leaving your company?

What job duties were involved with this position? _____

4. What was (Applicant's Name) rate of pay? _____

5. How would you evaluate (Applicant's Name) work?

6. Was (Applicant Name) punctual for work? Yes No

If no, explain. _____

7. How did (Applicant Name) get along with coworkers and supervisors?

8. Was the employee ever found in violation of any workplace conduct policies such as sexual harassment or workplace violence? Yes No

If yes, explain. _____

9. Why did (Applicant Name) leave your company?

10. If you had a suitable position available, would you rehire (Applicant Name)? Yes No

If no, explain. _____

All Comments Regarding This Applicant Will Be Held In Strictest Confidence.

Completed by _____ Date ____/____/____