

Internal Reference Number

Request Date

Sterling is a professional background screening company that performs employment related background checks including references. An individual has listed you as a personal reference on a job application. If you could answer the questions listed below, it would be most appreciated.

Please note that this request is time sensitive. Any efforts you can make to expedite the transmission of this information are greatly appreciated.

We thank you for your time and attention to this matter.

SECTION 1 - PERSONAL DETAILS

Name:

Previously used name:

SECTION 2 - VERIFIED DETAILS

Please complete the following information:

Relationship:	<i>personal</i> <input type="checkbox"/>	<i>professional</i> <input type="checkbox"/>	<i>both</i> <input type="checkbox"/>
<i>How long have you known this individual?</i>			
<input type="text"/>			
<i>How would you describe the individual's character?</i>			
<input type="text"/>			
<i>How does the individual respond to stress?</i>			
<input type="text"/>			
<i>How does the individual get along with others?</i>			
<input type="text"/>			
<i>How does the individual react in a team environment?</i>			
<input type="text"/>			
<i>How would you describe the individual's verbal and written communication skills?</i>			
<input type="text"/>			
<i>What is the individual's greatest strength?</i>			
<input type="text"/>			

Are there any weaknesses that would affect employment, or anything employer should be aware of?

If given the opportunity would you hire the individual?

Additional comments:

For our records please also provide:

Your name:

Your title:

Your email address:

Your phone number:

SECTION 3 - RETURN ADDRESS AND CONTACT DETAILS

Please return to the following location:

Sterling

Attention: India Verifications Team

Registered Office: 9th floor, G-Corp Tech

Park, Kasarvadavali, Ghodbunder Road,

Next to Hypercity, Thane(West)

Maharashtra - 400615

Tel: +91- 9867509773

Email: Verification.India@sterlingcheck.com

www.sterlingcheck.com