



Basic Reference Check Form

Applicant name: _____ Position Applied: _____

1. How long have you known the applicant?

2. What was the applicant's job title in your company?

3. Period of employment?

4. Reason for leaving?

5. Main duties and responsibilities?

6. Overall rating of work performance?

7. Applicant's strengths and weaknesses?

8. Describe the applicant’s outstanding traits.

9. Describe applicant's honesty and reliability.

10. Describe applicant's working relationships with supervisors and co-workers

11. Hypothetically, would you consider to re-employ the applicant?

12. If you are to evaluate the applicant’s management style or work performance from 1 to 10 as 1 being the lowest and 10 being the highest, what would be your rating and why?

13. Is there anything else you would like to add about this applicant?

HR Notes:

Name of Reference: _____
Company: _____
Signature: _____

Job Title: _____
Contact Number: _____