# **Reference Form**

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| --- | --- |
| Applicant name: | Last position held: |
| Contact person name: | Contact person position: |
| Company name: | Phone no.: |
| Date of referral *(YYYY-MM-DD)*: | |

## Basic Information

Hire date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Termination date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position(s) held: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Main duties and responsibilities:

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## Applicant Information

What are the applicant’s main strengths?

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What are the applicant’s main areas for improvement?

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How would you describe the applicant’s relationship with their teammates? With their managers?

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How would you describe the quality of the applicant’s work?

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How would you rate the applicant’s degree of autonomy and sense of initiative?

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How would you describe the applicant’s attendance level and timeliness?

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Why has the applicant’s employment ended?

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Would you hire this applicant again? If not, why?

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Is there anything else you would like to share about this applicant?

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**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_