

TELEPHONE REFERENCE FORM

Name of Applicant _____ Position Applied for _____

Person Contacted _____ Company _____

1. Applicant states he or she worked for your company from _____ to _____

Is that correct? Yes No Correct dates from _____ to _____

2. What was the nature of the job when he or she started? _____

When he or she left? _____

3. How would you evaluate their job performance?

• Work quantity _____

• Work quality _____

4. How did the applicant get along and work with others? _____

5. Were there any attendance problems? Yes No

6. What were his or her reasons for leaving? _____

7. Would the applicant be eligible for rehire? Yes No

8. Are there any additional comments that you could make to help us to make a decision? _____

Reference completed by _____ Date _____