

## Employee Reference Check Form

Name of Applicant: \_\_\_\_\_

Person Contacted: \_\_\_\_\_

Company: \_\_\_\_\_

Position/Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship to applicant: \_\_\_\_\_

---

1. How long has it been since you last spoke with the applicant? (*Were you aware they had put you down as a referee for this application?*)

\_\_\_\_\_

2. What were the dates of his/her employment with you?

\_\_\_\_\_

3. What was the nature of his/her job? (*Describe position applied for - Do you think they would suit this sort of role*)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. How would you describe his/her performance in comparison with other people?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Why did he/she leave your company?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. Would you re-employ?

---

---

7. What are his/her strong points and limitations?

---

---

---

8. How did he/she get along with other people?

---

---

---

9 Please rate the following on a scale of 1-to-10: (1=*very poor*, 10 = *exceptional*)

	Score										Comment
	1	2	3	4	5	6	7	8	9	10	
a) attendance											
b) dependability											
c) ability to take on responsibility											
d) conflict resolution											
e) potential for advancement											
f) degree of supervision needed											
g) overall attitude											

10. Is there anything else of significance which may impact their performance within **[insert organisation name]** if they are successful in the role?

---

---

---

---

Reference checked by: \_\_\_\_\_ Date: \_\_\_\_\_