

## APPLICANT REFERENCE VERIFICATION

Name of Applicant	Position Held
Name of Reference	Title of Reference
Company Name	Telephone Number

What position did he/she hold in your firm and what were the responsibilities: \_\_\_\_\_

\_\_\_\_\_

Quality / Quantity of work: \_\_\_\_\_

\_\_\_\_\_

Ability to get along and work with others: \_\_\_\_\_

\_\_\_\_\_

Attendance and Punctuality: \_\_\_\_\_

\_\_\_\_\_

What are his/her strong points: \_\_\_\_\_

\_\_\_\_\_

What are his/her weak points: \_\_\_\_\_

\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

\_\_\_\_\_

Would you re-employ the applicant?  Yes  No

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone reference conducted by: \_\_\_\_\_

Date: \_\_\_\_\_