



## TELEPHONE REFERENCE CHECK FORM

### **Applicant Information**

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

Position Applied for: \_\_\_\_\_

### **Contact Information**

Name of Contact: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

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

Address: \_\_\_\_\_

Street address

suite #

City

State

ZIP code

### **Reference Comments**

Was the applicant an employee of your company?      YES                      NO

Start Date: \_\_\_\_\_      End Date: \_\_\_\_\_

What was the applicant's position on the last day of employment?

\_\_\_\_\_

What were the applicant's job responsibilities? \_\_\_\_\_

\_\_\_\_\_

If the applicant was not in your employ, what was your association with the applicant?

\_\_\_\_\_

What are the applicant's strengths?

\_\_\_\_\_



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Weaknesses?

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How would you characterize the applicant's problem-solving skills?

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Do you have any reservations about the applicant's ability to work with children? If yes, what are they?

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What was the applicant's reason for leaving your employ?

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Would you rehire this applicant?            YES                            NO

Is there anything you would like to add?

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*Thank you for your time and assistance.*