



# Verification of Employment & Reference Check

Applicant's Name _____	Name of Reference _____
Company/Organization _____	Relationship to Applicant _____

Please verify the following Information:

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

Dates of Employment: from \_\_\_\_\_ to \_\_\_\_\_ (mm/dd/yy)

Reason for leaving: \_\_\_\_\_ Final Salary: \$ \_\_\_\_\_ per \_\_\_\_\_

Please describe the applicant's job responsibilities.

Please describe applicant's strengths and weaknesses.

Where there any issues with tardiness, excessive time off or schedule changes?

How would you describe the applicant's relationship with co-workers, subordinates (if applicable) and supervisors?

Please rate the Candidate on the following. (5 being the highest)

Work Ethic 1 2 3 4 5

Quality of Work 1 2 3 4 5

Motivation 1 2 3 4 5

Attitude/Personality 1 2 3 4 5

Overall Competency 1 2 3 4 5

Supervisor Skills (if applicable) 1 2 3 4 5

Remarks

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Would you recommend applicant for this position? Why? Or Why not?

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Additional Comments:

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Reference conducted by: _____ Date: _____
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