Personnel Reference Check

Applicant only complete top two lines

# Applicant's Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reference Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Organization\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How long and in what capacity have you known the applicant?

# Please describe his/her job duties briefly:

Pleas. e rate the applicant into the following categories:

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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Above Average | Average | Below Average | No Comment |
| Punctuality/Reliability |  |  |  |  |
| Ability to work with others |  |  |  |  |
| Ability to work with people with disabilities |  |  |  |  |
| Initiative |  |  |  |  |
| Professionalism |  |  |  |  |
| Common Sense |  |  |  |  |

What did you admire most about this applicant?

* No Comment

If you could improve upon anything about this applicant, what would it be?

* No Comment

Would this applicant be considered for re-hire? Yes No

If no, could you please elaborate?

Comments: