

**Applicant Reference Check**

Ask the reference to verify the information provided by the applicant.

Your name:

Applicant Name:

Position Applied for:

Dates of Employment:

Eligible for Rehire:

Date:

Reference’s Name:

Reference’s Title:

Name of Organization:

Title of Last Position Held:

Please describe the candidate’s duties and responsibilities.

Reason for Leaving:

Please describe the candidate’s strongest qualities applicable to this role.

Please describe the applicant’s areas for development applicable to this role.

Additional Comments: