

EMPLOYMENT REFERENCE CHECK

Date		Checked By	
Applicant Name			
Referee Name			
Company Name			
Phone Number			
Position/Relationship to Applicant			
Period with Company	From:	To:	Verified? Yes No
Position held and key responsibilities:			
Reason for leaving:			
How would you describe his/her work performance?			
How would you describe his/her attendance and punctuality?			
What kind of supervision did s/he require?			
Did s/he naturally display initiative? Yes No			