



SafeChurch®

## Employee Reference Check Sample

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

Reference Name: \_\_\_\_\_

Date of Contact: \_\_\_\_\_

Method of Contact:  Telephone  E-mail  Letter

Reference's Contact Information: \_\_\_\_\_  
(phone number or e-mail or street address)

Reference Type:  Former Employer  Former Volunteer  Personal  
 Other: \_\_\_\_\_

Organization: \_\_\_\_\_

- 
- How long have you known the applicant? Under what circumstances?

- What is your knowledge of this person's work?

- How would you describe this person's manner of interacting with others?
  
  
  
  
  
  
  
  
  
  
- To your observation, is this person reliable and dependable?
  
  
  
  
  
  
  
  
  
  
- Were you ever made aware of any complaints or concerns about this person's conduct on or off the job? If yes, please describe the circumstances.
  
  
  
  
  
  
  
  
  
  
- Do you recommend this person to work with \_\_\_\_\_ (modify as needed for position)? Why or why not?

- Is this person eligible for re-hire at your organization? If no, why not?

**Additional Notes/Comments:**

Signed (Person checking reference): \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_