

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:

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You are encouraged to consult with your own attorney or other expert consultants for a professional opinion specific to your situation.