

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: _____

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

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

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

Additional Notes/Comments:

Signed (Person checking reference): _____

Printed Name: _____

Date: _____