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 add	ress)
Reference Type: Former Employe Other:	r 🗌 Former Volunteer 🔲 Personal
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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