

Telephone Reference Check

Applicant Information

Name: _____ Social Security Number: _____

Previous Company Name & Address _____

Previous Company Phone No.: _____ Contact Name: _____

Dates of Employment : From _____ to _____

Final Base Salary : \$ _____ Positions Held : _____

Reason for Separation : _____

Is the applicant eligible for rehire? Yes _____ No _____

If No , why not? _____

Names of additional contacts: _____

Please ask the contact to rate the applicant in the following areas:

	Outstanding	Above Average	Average	Below Average	Unsatisfactory
Quantity of work					
Quality of work					
Cooperation					
Attendance					
Initiative					

Reference Check performed by :

Signed (Name & Title)

Date