

SAMPLE EMPLOYMENT REFERENCE CHECK

Applicant's Name: _____

Position Applied For: _____

Name and Title of Reference: _____

Company/Organization: _____ Contact #: _____

Identify yourself and explain that the applicant has provided their name as a reference. Describe the type of job the person has applied for and highlight the population they will be working with i.e. children, vulnerable adults, etc.

In what capacity do you know (name)? For how long?

What was (name's) position?

What were (name's) specific job responsibilities?

Why did (name) leave the position?

Describe your level of satisfaction with (name's) job performance?

Did (name) get along well with co-workers and supervisors?

What are (name's) strengths and weaknesses?

How did (name) handle conflict? Pressure? Stress?

Were there any issues that impacted (name's) job performance?

If the opportunity arose, would you rehire (name)?

Would you trust (name) to care for a child or person who was vulnerable?

Is there anything about (name) that I haven't asked that you would like to share with me?