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Telephone Reference Check

Name of Applicant:

Position Applied For:

Person Contacted:

Telephone:

Title:

Company:

[NAME OF APPLICANT] has applied for a position with [COMPANY NAME] and has signed a release of information. Would you please verify the following information?:

Date of Employment:

From:

To:

What was the nature of his/her duties?:

Did he/she have any supervisory responsibilities? Please describe:

Did this person progress in the job?:

What were his or her strong points?:

What were his or her limitations?:

Please comment on his or her:

Dependability:

Attendance:

Ability to accept responsibility:

Amount of supervision needed:

Ability to get along with others:

Potential for advancement:

Why did he or she leave your company?:

Would you re-employ this person? Please explain:

Is there anything else you feel we should know?:

Person Completing:

Date Completed: