



Reference check form

Candidate information

- Full name: _____
- Position applied For: _____
- Date of application: _____

Reference provider information

- Full name: _____
- Relationship to candidate: _____
- Company: _____
- Position: _____
- Contact number: _____
- Email address: _____

Employment verification

- Candidate's job title: _____
- Dates of employment: _____
- Primary duties and responsibilities: _____

Job performance

How would you rate the candidate's overall performance?

- Excellent ☐
- Good ☐
- Average ☐
- Poor ☐

Rehire eligibility

- Would you rehire this candidate? Yes ☐ No ☐ Not Sure ☐
- If no, why not? _____

Additional comments
