

TELEPHONE EMPLOYMENT REFERENCE

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|-----------------------------------|--|--------------------|
| Applicant _____ | Vacancy _____ | Job # _____ |
| Reference Name/Title _____ | Company _____ | |
| Telephone # _____ | Relationship if other than Supervisor _____ | |

Advise the Reference that the Applicant has signed a release to check references (signed application form). Briefly describe the vacancy for which we are considering the Applicant. Ask each section below and fill in the answers in detail.

1. Employment Verification – dates, job titles/duties and salary:

2. Please comment on:

Quality of Work-

Quantity of Work-

Working Relationships with Others-

Dependability-

Attendance/Punctuality-

Job-related Strengths-

Job-related Weaknesses-

3. Has the applicant ever displayed a violent temper at work?

4. Has the applicant ever been disciplined for harassing or mistreating fellow employees, clients, or students?

5. How do the applicant's skills rank compared to other team members? (Low, Medium, High)

6. Reason for Leaving-

Would you rehire?

7. Do you believe the applicant's qualifications are a match for our job as you understand it?

8. Do you have any additional comments regarding the applicant's employment and job performance which might influence our decision?

Supervisor (please print) _____ Date _____