

Telephone Reference Check
Non-Management Staff Position or Employment Verification

Candidate Name: _____ Social Security No. _____
 Company Contacted: _____ Phone No. _____
 Person Contacted: _____ Title: _____

Applicant Indicates:

Verified (If note, include corrected information):

Position Held: _____ Yes No
 Corrected: _____

Primary Duties: _____ Yes No
 Corrected: _____

Dates of Employment: _____ Yes No
 Corrected: _____

Salary: _____ Yes No
 Corrected: _____

Reason for leaving: _____ Yes No
 Corrected: _____

Would you re-hire? Yes No
 If not, why not? _____

Please rate the following areas:
 (1 = excellent, 2 = above average, 3 = average, 4 = below average, 5 = unsatisfactory)

	1	2	3	4	5	<i>Comments</i>
Quality of work	1	2	3	4	5	
Quantity of work	1	2	3	4	5	
Punctuality	1	2	3	4	5	
Attendance	1	2	3	4	5	
Cooperation	1	2	3	4	5	
Judgment	1	2	3	4	5	

Additional Comments: _____

Referenced by: _____
(Name) (Signature) (Date)