



PRE-EMPLOYMENT REFERENCE CHECK

PREVIOUS EMPLOYER CONTACT INFORMATION:

Name of Candidate		Company	
Phone		Contact/Supervisor	
Relationship to Candidate			

EMPLOYMENT VERIFICATION:

Job Title			
Dates of Employment			
Reason For Leaving			
Eligible for Rehire	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not allowed to disclose <input type="checkbox"/> N/A

WORK PERFORMANCE/ETHIC:

How would you rate the following?

	Excellent	Good	Fair	Unknown
Dependable				
Professional				
Overall positive attitude				
Ability to handle stress				
Interpersonal Skills				
Organizational Skills				
Communication Skills				
Problem Solving Skills				

IS THERE ANYTHING ELSE YOU FEEL IS IMPORTANT FOR US TO KNOW ABOUT THIS PERSON?

References Checked By:

Signature	Print Name
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Title	Date
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