

REFERENCE CHECK

NAME OF CANDIDATE: _____ DATE: _____

POSITION APPLIED FOR: _____

INTERVIEWER: _____ INTERVIEWEE: _____

1) What is your relationship to the applicant?

2) In what capacity have you known or been involved with the applicant?

3) To the best of your knowledge, has the applicant ever been convicted or pled guilty before any federal, state, or municipal court for a criminal offense (excl. minor traffic violations)? ☐ Yes ☐ No
If yes, do you know the circumstances? ☐ Yes ☐ No

4) To the best of your knowledge, has the applicant ever been accused or charged with one of the following?

Domestic Violence ☐ Yes ☐ No

Child Abuse or Molestations ☐ Yes ☐ No

Other Sexual Crime ☐ Yes ☐ No

5) If you were in the position to hire this person, would you do so? ☐ Yes ☐ No If no, why not?

6) Describe the applicant's interaction with clients/customers: _____

7) Describe the applicant's ability to get along with others in the workplace: _____

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8) Describe the applicant's communication skills: _____

9) Describe the applicant's organizational skills: _____

10) Describe the applicant's strengths and weaknesses: _____
