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[AGENCY NAME]

Pre-Employment Reference Check for **[CANDIDATE NAME]**

The above-listed candidate is being considered for a position within our Agency and has identified you as an employment reference. Information about the position for which they have applied is listed below. We greatly appreciate your time and confidential comments about this individual’s qualifications. Thank you.

[AGENCY NAME] Job Title: Click or tap here to enter text.

[AGENCY NAME] Summary of Job Duties to be Performed: Click or tap here to enter text.

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Reference Information:

| | |
|---|----------------------------------|
| <i>Date Form Completed:</i> | Click or tap here to enter text. |
| <i>Your Name:</i> | Click or tap here to enter text. |
| <i>Your Title:</i> | Click or tap here to enter text. |
| <i>Your Phone Number:</i> | Click or tap here to enter text. |
| <i>Your Contact Email:</i> | Click or tap here to enter text. |
| <i>Length of Time You’ve Known Applicant</i> | Click or tap here to enter text. |
| <i>Relationship to Applicant:</i> | Click or tap here to enter text. |
| | |
| <i>Dates of Employment From:</i> | Click or tap to enter a date. |
| <i>Dates of Employment To:</i> | Click or tap to enter a date. |
| <i>Reason for Leaving</i> | Click or tap here to enter text. |
| <i>Eligible for Rehire?</i> | Choose an item. |
| <i>Was the Candidate Involuntarily Terminated for Cause?</i> | Choose an item. |
| <i>Does the Applicant Have Any Active Disciplinary Actions?</i> | Choose an item. |

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[Possible Reference Questions (if included):]

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What was their reason for leaving your organization?

Click or tap here to enter text.

Please describe the nature of their work and job responsibilities with you.

Click or tap here to enter text.

What would be considered their greatest strength?

Click or tap here to enter text.

Please identify any potential area(s) for improvement to help them succeed in this role.

Click or tap here to enter text.

Did you consider them reliable in terms of quality and consistency of work produced or services delivered?

Choose an item.

Were they able to meet deadlines on a consistent basis?

Choose an item.

Overall, how would you describe their attendance (absences and lateness)?

Choose an item.

How would you describe their communication skills? Were they able to communicate clearly and effectively with co-workers, management, customers and clients?

Click or tap here to enter text.

Based on the summary of this position, how do you think the applicant would perform in this role?

Choose an item.

If you were hiring today, would you rehire this applicant? Choose an item.:

Is there anything additional that [AGENCY NAME] should know about this applicant?

Click or tap here to enter text.

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Thank you again for taking the time to respond to this request. Your responses are an important and confidential part of our application process. Please return this completed form to:

[HIRING MANAGER]

[AGENCY ADDRESS OR EMAIL]