Reference Check Form

For Use By QualityPro Employers

(Note: Use one form for each previous employer)

Employer Information

Dear Employer,

The individual listed below has applied for employment with our organization. It is our practice to verify employment and obtain reference information for every person that works at our company. This is a critical step in our employment process because many of our employees provide services to the general consuming public outside of our office and on-site at our customers' homes or businesses. In this regard, we would appreciate your response to the questions below. Of course, the individual below has released your organization from all liabilities associated with this reference. Please let us know if you have any questions or if you would like to discuss any information concerning this individual. Thank you.

Name of Individual Conducting Reference Check _____

Company Name_____

Address _____ City _____ State _____ Zip _____

Phone Number _____

Applicant Release to Provide Reference Information

I understand that the company listed on this form and/or on my application for employment or resume will be contacted for a reference. I hereby give consent to any and all prior employers of mine to provide information with regard to my employment with them to the prospective employer named on this form. I authorize all former employers to provide any information about my employment, my performance, my departure from their business, and other job-related information. I release each from any and all claims or liabilities arising from my application for employment with _____*(Quality Pro Employer Name)*

Applicant's Printed Name _____

Position Applying For _____

Applicant's Signature _____ Date _____

Employment Verification

Company: _____

Telephone: _____

Contact Person: _____

Relationship to Candidate: _____ Date of Call: _____

Dates Employed: From (mo/day/yr) _____ to (mo/day/yr) _____

Position at Time of Separation: _____

Earnings at Separation: $ _____ per ☐Week ☐Month ☐Year

If You Had the Chance, Would You Rehire This Individual? ☐Yes ☐No

If Not, Why? _____

OVER FOR REFERENCE QUESTIONS

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Reference Questions

1. Describe this person's responsibilities at your company. (Read the candidate's description of his/her responsibilities for this employer as stated on the resume or application. Ask the previous employer to verify the accuracy of the information and to make any additions or corrections.)

2. How would you rate this person in terms of reliability? *(Please circle your answer. 1 = not reliable and 5= very reliable)* 1 2 3 4 5

3. How would you rate this person in terms of trustworthiness? *(Please circle your answer. 1 = not reliable and 5= very reliable)* 1 2 3 4 5

4. Describe this individual's safety habits on the job.

5. What would you say are some of his or her weak points?

6. How did this individual treat managers? Customers? Was he/she respectful?

7. What was this individual's greatest accomplishment?

8. Did you ever have to discipline this individual for an act of violence? Harassment? Discrimination? Theft? Misconduct? Excessive absenteeism? Poor Performance? Ethical breech? Safety infraction?

9. Did this person follow directions well?

10. Did he/she maintain a professional appearance at work?

11. Describe the impression this person made on your customers.

12. Did this person abide by and show respect for company policies?

13. Describe this individual's relationships with co-workers, managers, and customers.

14. Is there anything else about this individual that you believe would be helpful for us to know in making our hiring decision?

15. If this person was a manager, please describe his/her management strengths and weaknesses.

Certification *(Completed by employer conducting reference check)*

☐ I obtained the information noted above and/or attached to this form.

☐ I called the reference source noted above but was unable to obtain any information. I left phone messages on the following dates:

Date and time of the first attempt _____ _____ ☐ Voicemail or ☐ Message left with _____

Date and time of the second attempt _____ _____ ☐ Voicemail or ☐ Message left with _____

☐ I spoke to the reference source noted above, but he/she refused to provide any information.

Signature of Individual Conducting Reference Check _____

Date _____

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