# Telephone Reference Check Form

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Applicant Information | | | | | |
| Applicant Name: |  |  |  | Date: |  |
|  | Last | First | M.I. | | |

|  |  |
| --- | --- |
| Position Applied for: |  |
| Recruiter Name: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Reference Contact Information | | | | | |
| Name of Contact: |  | | | | |
| Title: |  | | Phone: |  | |
| Company: |  | | | | |
| Address: |  | | | |  |
|  | Street Address | | | | Suite # |
|  |  |  | | |  |
|  | City | State | | | ZIP Code |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Reference Comments | | | | | | | | | | | |
| Was the applicant an employee of your company? | | | | | YES☐ | | | | NO☐ | |  |
| When? | START DATE: |  | | END DATE: | | |  | | | |  |
| What was the applicant’s title on the last day of employment? | | | | | | | |  | | | |
| What was the applicant’s reason for leaving your employ? | | | | | | | | | | | |
|  | | | | | | | | | | | |
| Would you rehire this applicant? | | | YES☐ | | | NO☐ | | | |  | |
| Is there anything else you would like to add? | | | | | | | | | | | |
|  | | | | | | | | | | | |
| Do you know what company (s)he left work for? | | | | | | | |  | | | |