



EMPLOYMENT REFERENCE CHECK AND VERIFICATION

Candidate Name: _____

Organization Name: _____ Telephone No.: _____

Representative Name: _____ Title: _____

Dates of Employment: _____ Hours per week: _____

Position(s) Held: _____

Reason for leaving: _____

Duties and responsibilities: _____

Briefly describe candidate's work performance: _____

What strengths does the candidate possess? _____

What areas does the candidate need to work on? _____

Is/was absenteeism an issue? No Yes

If yes, please explain: _____

Any disciplinary actions? No Yes

If yes, please explain: _____

Employment Reference Check and Verification completed by:

Name: _____ Title: _____

Telephone No.: _____ Date: _____