



Prior Employment Reference Check Form (For Final Candidates)

To Whom It May Concern:

You have been listed as a prior employment reference by the below applicant, who is currently in the final phases of consideration for a job vacancy.

Applicant's Name:

Please complete this form and promptly return to:
If you have questions about this form, please contact:

Job duties performed for prior employment reference, as provided by applicant:	
Questions	Response
<i>Do you confirm these job duties provided by the candidate are accurate to the best of your knowledge?</i>	Yes No
<i>Did this individual regularly meet the job requirements in terms of quantity of work?</i>	Exceeded requirements Met requirements Did not meet requirements
<i>Did this individual regularly meet the job requirements in terms of quality of work?</i>	Exceeded requirements Met requirements Did not meet requirements
<i>Did this individual work well with colleagues and leadership?</i>	Yes No
<i>Did this individual require close supervision?</i>	Yes No
<i>Was this individual's time and attendance appropriate for the position held?</i>	Yes No
<i>Was this individual provided corrective or disciplinary action while employed?</i>	Yes No
<i>Would you rehire this individual?</i>	Yes No

Additional Notes:
<i>Use this field to document necessary information shared on the reference call, or to document call attempts.</i>

Prior Employment Reference Information
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Name:	Relationship to the Candidate:
Company:	
Signature:	Date: