

**Telephone Reference Check Form**

**Reference Name:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_

**Position Applied For:** \_\_\_\_\_

**Duties Include:** \_\_\_\_\_

**In your opinion, what are the individual's abilities in these areas?**

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**Dates of Employment:** \_\_\_\_\_ **to** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Duties:** \_\_\_\_\_

**Salary:** \_\_\_\_\_ **Eligible for Rehire?** \_\_\_\_\_

**What were the individual's main job duties with your company?**

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**How well did the individual perform these duties?**

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**Did the individual handle money?** \_\_\_\_\_

**Is the individual trustworthy?** \_\_\_\_\_

**How did the individual relate to other employees and his or her supervisor?**

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**Additional comments:**

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**Interviewer:** \_\_\_\_\_ **Date:** \_\_\_\_\_