

# Reference Verification Form

## Candidate Information

Full Name

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Position Applied For

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Department

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## Reference Information

Reference Name

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Relationship to Candidate

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Company & Position

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Contact Number

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Email

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## Reference Check Questions

1. How long have you known the candidate?

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2. In what capacity did you work with the candidate?

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3. Please describe the candidate's main responsibilities.

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4. How would you describe the candidate's work performance?

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5. What are the candidate's strengths?

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6. What are the areas for improvement?

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7. Would you rehire or recommend the candidate?

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**8. Additional comments**

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**Date**

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**HR Representative (Name & Signature)**

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