Employment Reference Verification Form

Applicant Information

Full Name

Position Applied For

Period of Employment

Reference Information

Reference Name

Reference Title/Position

Organization

Email

Phone Number

Verification Questions

What is your relationship to the applicant?

How long have you worked with the applicant?

Please describe the applicant's primary duties and responsibilities.

How would you describe the applicant's overall performance?

What are the applicant's key strengths?

Areas where the applicant could improve?

Is the applicant eligible for rehire?

Select...

Additional Comments

Signature

Signature

Date