

# Employment History Reference Check Sample Form

## Candidate Information

Full Name

Position Applied For

## Referee Information

Referee Name

Job Title/Position

Company/Organization

Contact Number

Email

Relationship to Candidate

## Employment Details

Position Held

Dates of Employment

e.g., Jan 2020 - Dec 2022

Brief Description of Duties

Performance Assessment

What were the candidate's key strengths?

Areas for improvement (if any)?

Quality of work and reliability

Teamwork and communication skills

Reason for leaving employment

Would you re-employ this person?

Additional comments

Referee Signature

Date