

# REFERENCE VERIFICATION FORM

**PLEASE PRINT**

Applicant's First Name \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

I give \_\_\_\_\_, the "Company", permission to obtain the employment references necessary to make an informed hiring decision and hold all persons giving references free from any and all liability. I waive any provision which would prevent the release of this information and agree to provide any additional information necessary to encourage the accurate completion of this reference verification form.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## COMPANY INFORMATION

Company	Address	Phone	From Mo. & Yr	To Mo. & Yr
Job Title	Reason for leaving		Supervisor's Name and Title	
Briefly describe duties:			Starting Salary	Ending Salary

## JOB INFORMATION

Did you work overtime?  Yes  No How often? \_\_\_\_\_

Were you ever counseled about attendance or tardiness?  Yes  No If yes, how often? \_\_\_\_\_

Did you have a performance review?  Yes  No What was your last performance review rating? \_\_\_\_\_

What comments did your supervisor make at that time? \_\_\_\_\_

## REFERENCE INFORMATION

*When we speak to your former supervisor, we will ask him or her to rate your performance with regard to the following categories. Please rate yourself as you feel he/she will rate you:*

**TEAMWORK:** The degree to which you are willing to work harmoniously with others; the extent to which you conform to the policies of management.

Unsatisfactory	Below Average	Average	Above Average	Outstanding
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**DEPENDABILITY:** The extent to which you can be depended upon to be available for work and do it properly; the degree to which you are reliable and trustworthy; the extent to which you are able to work scheduled days and times, as well as your willingness to work additional hours if needed.

Unsatisfactory	Below Average	Average	Above Average	Outstanding
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**INITIATIVE:** The degree to which you act independently in new situations; the extent to which you see what needs to be done and do it without being told; the degree to which you do your best to be a top employee.

Unsatisfactory	Below Average	Average	Above Average	Outstanding
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**QUALITY:** The degree to which your work is free from errors and mistakes; the extent to which your work is accurate; the quality of your work in general.

Unsatisfactory	Below Average	Average	Above Average	Outstanding
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**CUSTOMER SERVICE:** The degree to which you relate to the customer's needs and/or concerns.

Unsatisfactory	Below Average	Average	Above Average	Outstanding
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**OVERALL PERFORMANCE:** The degree to which your previous employer was satisfied with your efforts and achievements, as well as your eligibility for rehire.

Unsatisfactory	Below Average	Average	Above Average	Outstanding
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Did you resign from this position?  Yes  No Discharged?  Yes  No Laid-Off?  Yes  No

Were you ever disciplined on the job?  Yes  No Explain: \_\_\_\_\_

**APPLICANT INFORMATION**

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_  
 Supervisor's Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Company: \_\_\_\_\_ City/State: \_\_\_\_\_ Phone: \_\_\_\_\_

**SCRIPT**

*I would like to verify some of the information given to us by \_\_\_\_\_ who is applying for employment with our company. I have a signed release and authorization holding any persons giving references free from any and all liability.*

**REFERENCE INFORMATION**

*Please rate the applicant's performance with regard to the following categories:*

**TEAMWORK:** The degree to which the employee was willing to work harmoniously with others; the extent to which he or she conformed to the policies of management.

Unsatisfactory      Below Average      Average      Above Average      Outstanding

**DEPENDABILITY:** The extent to which the employee can be depended upon to be available for work and do it properly; the degree to which he or she was reliable and trustworthy; the extent to which the employee was able to work scheduled days and times, as well as his or her willingness to work additional hours if needed.

Unsatisfactory      Below Average      Average      Above Average      Outstanding

**INITIATIVE:** The degree to which the employee acted independently in new situations; the extent to which he or she saw what needed to be done and did it without being told; the degree to which the employee did his or her best to be a top employee.

Unsatisfactory      Below Average      Average      Above Average      Outstanding

**QUALITY:** The degree to which the employee's work was free from errors and mistakes; the extent to which his or her work was accurate; the quality of the employee's work in general.

Unsatisfactory      Below Average      Average      Above Average      Outstanding

**CUSTOMER SERVICE:** The degree to which the employee related to the customer's needs and/or concerns.

Unsatisfactory      Below Average      Average      Above Average      Outstanding

**OVERALL PERFORMANCE:** The degree to which you were satisfied with the employee's efforts and achievements, as well as his or her eligibility for rehire.

Unsatisfactory      Below Average      Average      Above Average      Outstanding

Why did this employee leave your company? \_\_\_\_\_

Would you re-employ him or her?  Yes  No If no, why not? \_\_\_\_\_

Is there anything else we should know about this person? \_\_\_\_\_

What were the dates of his/her employment with you? From: \_\_\_\_\_ To: \_\_\_\_\_ What were his or her earnings? \_\_\_\_\_

**HOW WOULD YOU DESCRIBE HIS OR HER:**

Consideration for company property? \_\_\_\_\_

Dependability in completing assignments? \_\_\_\_\_

Supervision requirements? \_\_\_\_\_

Attendance? \_\_\_\_\_

Strengths & Limitations? \_\_\_\_\_

Job Performance? \_\_\_\_\_

Additional Comments: \_\_\_\_\_