

PRE-EMPLOYMENT REFERENCE CHECK

This information will be treated in a confidential manner and will not be provided to the applicant named above. This will be placed in a confidential file separate from the Personnel File. Please return as soon as possible to: Human Resources, Maher 101

Name of Applicant: _____ Position Applied for: _____

REFERENCE INFORMATION: _____ Date: _____

Company Name: _____ Telephone: _____

Contact Person: _____ Title: _____

How did you know the above-named applicant? _____

If a former employee, list dates of employment: From _____ To _____

Position held: _____ Other positions: _____

How was attendance? _____ Was this person reliable? _____

How did this person get along with other employees/contacts? _____

Strengths? _____ Weaknesses? _____

Would you hire/rehire this applicant? ____ Yes ____ No If not, why? _____

What should we know about this applicant? _____

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