

## EMPLOYEE REFERENCE/QUALIFICATION CHECKS

**Applicant Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Personal references checked:**

Name:		Relationship
Address:		
Telephone:	Date Contacted:	Method of Contact:
Notes:		

Name:		Relationship
Address:		
Telephone:	Date Contacted:	Method of Contact:
Notes:		

Name:		Relationship
Address:		
Telephone:	Date Contacted:	Method of Contact:
Notes:		

**Employment references checked:**

Name:	Employer:	
Relationship:	Dates of Employment:	Pay:
Address:		
Telephone:	Date Contacted:	Method of Contact:
Would you Rehire:	Reason for Termination:	
Notes:		

Name:	Employer:	
Relationship:	Dates of Employment:	Pay:
Address:		
Telephone:	Date Contacted:	Method of Contact:
Would you Rehire:	Reason for Termination:	

## EMPLOYEE REFERENCE/QUALIFICATION CHECKS

Notes:

Name:	Employer:	
Relationship:	Dates of Employment:	Pay:
Address:		
Telephone:	Date Contacted:	Method of Contact:
Would you Rehire:	Reason for Termination:	
Notes:		

### Records checked:

- ☐ School records (date requested: \_\_\_\_\_) Notes: \_\_\_\_\_
- ☐ Criminal records (date requested: \_\_\_\_\_) Notes: \_\_\_\_\_

Name of Person Completing Form: \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_