



Telephone Reference Form

Name of Employee/Applicant:

Name of person providing reference:

Title:

Organization:

Phone Number:

Questions to Ask

Relationship to Employee/Applicant:

How long was your association with the applicant:

What position did the applicant occupy?

Why did applicant leave?

Would you rehire this applicant?

Comments

Reference checked by:

Name:

Date:

Signature:

