

## Applicant Reference Check Form

<b>Name of Candidate</b>	
<b>Person Contacted</b>	<b>Position/Title</b>
<b>Name/Address of Company/Institution</b>	
<b>Telephone:</b>	

1. I would like to verify some of the information given to us by \_\_\_\_\_ who is applying for a position with Delaware State University. What were the dates of his/her employment with you?

From \_\_\_\_\_ To \_\_\_\_\_

2. What was the nature of his/her position with you?

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3. Do you believe his/her work is satisfactory? (Specify above or below satisfactory)

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4. How would describe his/her performance in comparison with other people?

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5. Does the candidate work independently or needs constant supervision?

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6. Why did he/she leave your organization?

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7. Would you re-employ this person?  Yes  No, Why not?

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8. What are his/her strengths/weaknesses?

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9. What are his/her limitations?

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10. How did he/she get along with other people?

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11. On a scale of 1 to 5, (1 being the worst; 5 being the best) how would you describe his/her:

- Attendance (including tardiness) \_\_\_\_\_
- Dependability \_\_\_\_\_
- Ability to take on responsibility \_\_\_\_\_
- Potential for advancement \_\_\_\_\_
- Degree of supervision needed \_\_\_\_\_
- Overall attitude \_\_\_\_\_

12. Does this person represent any danger in the workplace?  No  Yes, explain

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13. Is there anything else of significance that we should know?

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