



REFERENCE CHECK TEMPLATE

Applicant: _____ **Date:** _____

Position applied for: _____ **Phone:** _____

Referee's details: _____ **Title:** _____

Reference check conducted by: _____

Questions	
What was your relationship with the applicant?	
Did you directly supervise him/her	
How well did he/she relate to others on the job	
How would you evaluate his/her work ethic	
What the his/her reason for leaving?	
What would you describe as a negative trait or weakness?	
How comfortable would you be having him/her work for you again?	

What would you say are the applicant's strengths?	
Is there anything else you would like to tell us?	