

## Reference Form

TO BE COMPLETED BY APPLICANT (*Please Print*)

APPLICANT'S NAME: \_\_\_\_\_ POSITION APPLYING FOR: \_\_\_\_\_

REFERENCE'S NAME: \_\_\_\_\_  PERSONAL

EMPLOYER

REFERENCE'S ADDRESS: \_\_\_\_\_

REFERENCE'S PHONE NUMBER: \_\_\_\_\_ FAX NUMBER \_\_\_\_\_

*By completing this reference form, I am authorizing Company to contact the above named individual for a reference.*

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

The above named applicant has applied for a position with Company and has authorized us to contact you for a reference. Please complete this reference form and fax to \_\_\_\_\_ xxx.xxx.xxx or \_\_\_\_\_ xxx.xxx.xxxx or \_\_\_\_\_ xxx.xxx.xxx. Thank you very much!

1. HOW LONG HAVE YOU KNOWN THIS CANDIDATE? \_\_\_\_\_

HOW WOULD YOU RATE	POOR	FAIR	GOOD	EXCELLENT
1. CONSISTENCY/RELIABILITY				
2. DEPENDABILITY				
3. FOLLOW-THROUGH				
4. AMBITION				
5. COMMUNICATION SKILLS				
6. TEAM SPIRIT				
7. CONFLICT/PROBLEM SOLVING SKILLS				
8. PROFESSIONALISM				
9. CUSTOMER SERVICE SKILLS				
10. TECHNICAL SKILLS				
11. ATTENTION TO DETAIL				
12. ASSERTIVENESS/PROACTIVENESS				

2. WHAT IMPRESSES YOU MOST ABOUT THIS CANDIDATE? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. WHAT VALUE DO YOU BELIEVE THIS CANDIDATE WOULD ADD TO COMPANY? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. ANY OTHER INFORMATION THAT MIGHT BE BENEFICIAL TO A PROSPECTIVE EMPLOYER?

\_\_\_\_\_

\_\_\_\_\_

**THANK YOU FOR YOUR TIME!**