

**City of Statesboro
Telephone Reference Check Form**

Name of Applicant: _____
Position Applied for: _____
Reference contacted: _____ Telephone number: _____
Organization: _____

Mr., Mrs., Ms. _____ has applied for a position with us. Would you please verify the following information:

Verify Factual Information:

Position held: _____
Last salary: _____
Dates of Employment: _____
Reason (s) for leaving: _____

In what capacity did you work with the applicant?

Major Responsibilities: What was the nature of his/her duties? _____

On a scale of 1 to 10, how would you evaluate the quality (quantity) of his/her work? _____

Describe the strengths/strong points of this candidate: _____

Were there any limitations, weaknesses, shortcomings? _____

Did he/she have any supervisory responsibilities? Please describe. _____

Would you comment on his/her:

Dependability _____	Attendance _____
Ability to accept responsibility _____	Amount of supervision needed _____
Ability to get along with others _____	Potential for advancement _____

Is the individual eligible for re-employment with your firm? Yes _____ No _____

If no, why? _____

Would you rehire? Yes _____ No _____ If no, why? _____

Is there anything else you feel we should know? _____

Person Conducting Reference Check: _____

Date: _____