

Professional Reference

Applicant's Name _____

Former Employer _____

Phone # _____

Supervisors or Other Employment Reference Name/Title _____

What was the applicant's position? (Primary duties) _____

How long did the applicant work for your organization? _____

What were the applicant's strongest/weakest points?

What special training did this applicant undergo while with your organization?

Why did the applicant leave your employment?

If you had the chance, would you rehire this applicant?

Please grade the applicant's following attributes on a scale of 1 to 10, with 10 being Superior and 1 being Poor:

- Job Knowledge _____
- Reliability _____
- Trustworthiness _____
- Attitude _____
- Attendance/Punctuality _____

Notes: _____