**Reference Check**

Applicant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Position applied for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Previous Employer or current employer**

Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Questions** **Verification only**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Was \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ employed by your company? Yes/No: \_\_\_\_\_\_\_\_

**Dates of employment/enrollment** Start date: \_\_\_\_\_\_\_\_\_\_\_\_ End date: \_\_\_\_\_\_\_\_\_

What were their dates of employment/enrollment? Start date: \_\_\_\_\_\_ End date: \_\_\_\_\_\_\_\_\_

Position held:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What was the nature of work and job responsibilities?

How would you rate him/her in the following areas? Rating scale of 1-5. (**5 being outstanding**)

Attendance \_\_\_\_\_\_\_\_\_\_ Productivity \_\_\_\_\_\_\_\_\_\_ Communication \_\_\_\_\_\_\_\_

Cooperation \_\_\_\_\_\_\_\_\_\_ Job Knowledge \_\_\_\_\_\_\_\_\_\_ Creativity \_\_\_\_\_\_\_\_\_

Initiative \_\_\_\_\_\_\_\_\_\_ Reliability \_\_\_\_\_\_\_\_\_\_ Quality of work \_\_\_\_\_\_\_

What are his/her professional strengths?

Professional areas for development? Would need to know more about the specific job she will be doing.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for leaving: restructure\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Would you associate with her again? \_\_\_\_\_\_\_\_\_\_\_ Yes \_\_\_\_\_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_\_\_

If not, why? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To the best of your knowledge, is there any reason why this person should not be considered for a position with S.T.E.P.? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Completed by: \_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_

 Date: