

TELEPHONE REFERENCE FORM

Date: _____

Position	
Applicant	
Person Contacted	Title
Company	Phone No.
Dates of Employment?	
From: _____	To: _____
Full-time	Part-time
Indicated salary as:	
Attendance/punctuality record	
Nature of Work	
Quality of Work	
Does this person require on-going, direct supervision? Please explain.	
How would you rate this person's ability to get along with others and work as a team?	
How does this person deal with irate employees or customers and other stressful situations?	
How does this person function independently in meeting deadlines?	
Were (Are) there any personal problems which interfered with work?	
Strong Points:	Weak Points:
What were the reasons for leaving:	
Would you rehire?	If no, why?
Any additional comments:	

Signed: _____