



CUDDLY CARE

1-888-984-9144

TELEPHONE REFERENCE FORM

PURPOSE: A reference check is a valuable tool in the recruitment process to verify facts and obtain additional information about the applicant. All sections should be considered a valid reference. Indicate N/A if the question does not apply.

Applicant Name: _____ Date of Reference Check: _____

Person Checking reference: _____

Company: _____

Reference Name: _____

Relationship to applicant: Supervisor Peer Other (Specify) _____

Dates of Employment: From _____ To _____ Salary: _____

Position(s) Held: _____

Nature of the Applicant's Job: _____

Reason for Separation: Voluntary Involuntary

Give Explanation if Necessary: _____

Please rank the candidate based on the following area:

Responds to Supervision Poor Fair Good Very Good Excellent N/A

Attendance:	Poor	Fair	Good	Very Good	Excellent	N/A
Dependability:	Poor	Fair	Good	Very Good	Excellent	N/A
Willingness to Assume Responsibility	Poor	Fair	Good	Very Good	Excellent	N/A
Ability to follow	Poor	Fair	Good	Very Good	Excellent	N/A
Quality of Work	Poor	Fair	Good	Very Good	Excellent	N/A
Quantity of Work	Poor	Fair	Good	Very Good	Excellent	N/A

Additional Questions:

1. Were there any disciplinary actions? Please explain:
2. Were there any performance issues? Please explain:
3. What are the candidate's strong points?
4. What are the candidate's weak points?
5. If given the opportunity, would you re-employ this individual? Yes No
5. Any additional comments?