# Applicant Reference Checklist

**Name of Applicant:**

**Current or Last Employer:**

<table>
<thead>
<tr>
<th>Name of Contact</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant’s Job Title</td>
<td>Contact Date</td>
</tr>
</tbody>
</table>

**Employed:**  from  to  
**Salary:**
**Rehire?** Yes [ ] No [ ]
**Employer verified employment only.**

1. Attendance: [ ] Excellent [ ] Good [ ] Fair [ ] Poor
2. Quality of Work: [ ] Excellent [ ] Good [ ] Fair [ ] Poor
3. Quantity of Work: [ ] Excellent [ ] Good [ ] Fair [ ] Poor
4. Job Knowledge or Experience: [ ] Excellent [ ] Good [ ] Fair [ ] Poor
5. Cooperation/Service: [ ] Excellent [ ] Good [ ] Fair [ ] Poor
6. Dependability: [ ] Excellent [ ] Good [ ] Fair [ ] Poor

**Comments:**

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**Next Previous Employer:**

<table>
<thead>
<tr>
<th>Name of Contact</th>
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**Employed:**  from  to  
**Salary:**
**Rehire?** Yes [ ] No [ ]
**Employer verified employment only.**

1. Attendance: [ ] Excellent [ ] Good [ ] Fair [ ] Poor
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6. Dependability: [ ] Excellent [ ] Good [ ] Fair [ ] Poor

**Comments:**

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Next Previous Employer: __________________________

Name of Contact: __________________________

Applicant’s Job Title: __________________________

Employed: __________________________ to __________________________

Salary: __________________________

Rehire? Yes [ ] No [ ]

Employer verified employment only.

1. Attendance: [ ] Excellent [ ] Good [ ] Fair [ ] Poor
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Comments: ____________________________________________
                                                        __________________________
                                                        __________________________

References checked by: __________________________ Date: __________________________