

Employment Reference Check

Applicant Name		SSN
Candidate for (Position)		Job#
Company Name	Telephone #	
Address		
Person Contacted	Title	

Employment Information

When was applicant employed by your organization? From _____ To _____

What was applicant's job title? _____ Full-time Part-time

Name of immediate supervisor _____

Performance Factors

Major Duties _____ How Long? _____

Ability to Plan and Organize _____

Ability to Solve Problems _____

How Much Supervision Required _____

Ability to Take Criticism and Suggestions _____

Supervisory Ability _____

No. of People Supervised _____ How Long? _____

Ability to Work with Others _____

Strong Points _____

Weak Points _____

Attendance: Good Average Poor (state reason) _____

Overall Evaluation

What is your overall evaluation of applicant? _____

Given the duties and responsibilities of this position, can you give me any reason why Austin Community College should not hire this applicant for this position? _____

If Applicant is No Longer Employed

What was applicants' reason for leaving? _____

Would you rehire this applicant? Yes No

Reference checked by: _____

Title: _____

Email address: _____ Phone Ext: _____

Date: _____