

Reference Check Form

Applicant:

Date:

Verified by:

Reference Name:

Position:

Company:

Phone:

I would like to confidentially verify information given to us by
_____, who is applying for employment for the position of
_____ with the Monterey Institute of International Studies.

Please describe his/her job title and function while employed by your company:

Please describe his/her performance:

HOW WOULD YOU DESCRIBE HIS/HER:

Dependability on completing work assignments:

Supervisory skills (if position applied for is supervisory):

Attendance:

Ability to take responsibility:

Work Attitude:

Working relationship with subordinates/coworkers/superiors:

Is there any reason to question his/her honesty?

Has he/she ever demonstrated a tendency toward or been associated with workplace violence?

Customer Service Approach:

Advancement Potential:

What are his/her Greatest Strengths:

Areas in need of development:

Why did he/she leave your company (Voluntary/Involuntary):

Would you re-employ? Yes/No Why?

Is there anything else we should know about as we consider him/her for this position:

Additional Comments: