



PRE-EMPLOYMENT REFERENCE

Applicant		
Position		
Date of Reference Check		Checked by
Previous Company Name		
Company Info.	Address	
	Phone	
	Contact	
	Title	

<input type="checkbox"/> Is/Was [applicant] employed by your Company? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<input type="checkbox"/> [Applicant] said that he/she is/was employed From:		To:
<i>Dates stated by the Company:</i>	From:	To:
<input type="checkbox"/> [Applicant] states last position held: <i>Position(s) stated by the Company:</i>		
<input type="checkbox"/> Reason for leaving your company		
<input type="checkbox"/> Is [applicant] eligible for rehire? <input type="checkbox"/> Yes <input type="checkbox"/> No    If no, why not?		

Please rate \_\_\_\_\_ using 1-10 on the follow characteristics listed below.

Characteristics										
Quality of Work										
Attendance										
Dependability										
Creativeness										
Initiative										
Cooperativeness										
Safety Habits										
Loyalty										

Other remarks