



*Helping People. Changing Lives.*

## Reference Check Form

*\*Three References Required*

Purpose: A reference check is a valuable tool in the recruitment process to verify facts and obtain additional information about the candidate. Indicate N/A if the question is not applicable.

Applicant Name: \_\_\_\_\_ Date of Reference Check: \_\_\_\_\_

Person Checking Reference: Catissa Head, Human Resources Director

Reference Name: \_\_\_\_\_ Company: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Relationship to Applicant:  Supervisor  Peer  Other (Specify) \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Salary: \_\_\_\_\_

Position(s) Held: \_\_\_\_\_ Reason for Separation:  Voluntary  Involuntary

### Please rank the candidate based on the following areas:

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 instructions	Poor	Fair	Good	Very Good	Excellent	N/A
Quality of work	Poor	Fair	Good	Very Good	Excellent	N/A

### Additional Questions:

Were there any disciplinary actions or performance issues? Please explain:

What are the candidate's strong points?

What are the candidate's weak points?

If given the opportunity, would you re-employ this individual?  Yes  No

Any additional comments?

### **Please Return To:**

**Catissa Head**  
Director of Human Resources  
**Coastal Community Action, Inc.**  
303 McQueen Avenue  
P.O. Box 729  
Newport, North Carolina 28570  
catissa.head@coastalca.org  
Office: 252.223.1633  
Fax: 252.223.1688

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*\* Form must be signed by individual who completed the requested information.*