

Employee Reference Check Template

Candidate Information

Name:

Position Applied For:

Date:

Referee Information

Referee Name:

Relationship to Candidate:

Company:

Position/Title:

Contact Information:

Employment Details

Candidate's Position/Title:

Employment Period (Start - End):

Main Responsibilities:

Performance & Skills

Quality of Work:

Strengths:

Areas for Development:

Teamwork & Communication:

Attendance & Punctuality:

Reason for Leaving

Rehire Eligibility

Would you re-employ this candidate?

Additional Comments: