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**REFERENCE VERIFICATION FORM**

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| --- | --- | --- | --- |
| Date: |  |  |  |
| Name of Candidate: |  | Position Applied for: |  |
|  |  |
|  |  |
|  |  |
| Days of Employment: | Start: End: |  |  |
|  |  |
| Salary: | Start: End: |  |  |
| Name of Reference: |  | Title: |  |
| Relationship to Candidate: | [ ] Supervisor [ ] Co-Worker [ ] Other Explain:  |  |
|  |  |
| Contact method:: | [ ] Phone [ ] Email [ ] Letter [ ] Other  |  |
| Employment Reference conducted by: |  |  |
|  |  |
| Name: |  | Job Title: |  |
|  |  |
|  |  |
| Phone Number: |  | Email Address: |  |
| How long have you known the candidate and in what capacity?

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Briefly describe the duties of the position held by the candidate?

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In considering him/her for this position, what are the strengths demonstrated in the past?

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What areas were identified as areas for improvement or what would need further development?

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Describe any training or certifications the candidate obtained.

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| Has the candidate ever been the subject of any workplace investigation or disciplinary action? [ ]  Yes [ ]  NoIf yes, please explain:

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| --- |
|  |

What was the candidate’s reason for leaving your organization?

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|  |

Is the candidate eligible for re‐employment with your organization? [ ]  Yes [ ]  NoComments:

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|  |

If you are unable to obtain the reference check per the reasons stated in the policy, provide your explanation here:

|  |
| --- |
|  |

**Employment Reference conducted by:**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| Signature |  | Date |  |
|  |  |  |  |
| Print Name |  | Date |  |
|  |  |  |  |

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**REFERENCE VERIFICATION FORM**

**Obtaining complete job‐related employment reference information is a mandatory step in the recruitment process. Professional reference checks (not a personal friend, neighbor, acquaintance) must be conducted.**

**Here are some important steps to follow to enhance your ability to get quality and useful information:**

• Identify yourself and Bridge His Grace as the organization that you represent.

• Inform the reference of the reason for your call.

• Ask questions/follow‐up questions that will solicit information about the candidate’s ability to perform in the position. • If the reference is unwilling to comment on the candidate’s performance, please document your attempts and request additional references from the candidate who will attest to the candidate’s work‐related performance.