****

**REFERENCE VERIFICATION FORM**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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?   |  | | --- | |  |   Briefly describe the duties of the position held by the candidate?   |  | | --- | |  |   In considering him/her for this position, what are the strengths demonstrated in the past?   |  | | --- | |  |   What areas were identified as areas for improvement or what would need further development?   |  | | --- | |  |   Describe any training or certifications the candidate obtained.     |  | | --- | |  | | | | | | | | | | | |
| Has the candidate ever been the subject of any workplace investigation or disciplinary action?  Yes  No  If yes, please explain:   |  | | --- | |  |   What was the candidate’s reason for leaving your organization?   |  | | --- | |  |   Is the candidate eligible for re‐employment with your organization?  Yes  No  Comments:   |  | | --- | |  |   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 |  | | |  |  | |  | |  | | | | | | | | | | | | |



**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.