

APPLICANT REFERENCE CHECK

SECTION ONE

Applicant Name: _____ Position: _____

Social Security #: _____

Interviewer Name: _____ Date: _____

Reference Name: _____ Phone: (____) - _____

Company Name: _____ Position/Title: _____

_____ has applied for the position of _____ with The University of Alabama and has listed you as a former employer or reference. As part of our employment procedure, your answers to the following questions would be appreciated.

Position Held: _____ From/To: _____

Starting/Ending Salary: _____

Reason for Leaving: _____

SECTION TWO

What were the overall responsibilities of this individual?

How would you describe or rate this individual's performance?

Would you recommend him/her for this position? If no, why not?

Would this individual be eligible for rehire? If no, why not?
