

# 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?

---

---

---

---