SAN BENITO SCHOOLS

HUMAN RESOURCES

REFERENCE CHECK FORM

Name of Applicant:

Position Applying for:

Campus/Dept:

Reference by: **Date:**

Reference Name: _____ Phone Number: _____

Title: _____

What was your relationship to the applicant? _____

Date of employment:

Beginning Date: _____ Ending Date: _____

How long have you known the applicant: _____

Applicant's job title and responsibilities:

How was the applicant's:

Attendance: _____

Self-discipline: _____

Plan/ Organize/ Complete Projects: _____

Dependability: _____

Team Work: _____

Technical & Communication Skills: _____

Strengths: _____

Weaknesses: _____

Relationship with Supervisor and co-wokers? _____

How would you rate applicant's performance on a scale of 1-10 (10 being the highest)? _____

Would this applicant be suited for a position of this nature (describe position to person being interviewed)

ADDITIONAL COMMENTS: