

YWCA OF CENTRAL VIRGINIA
REFERENCE CHECK FORM

Applicant Name: _____

Date of Reference Check: _____ **Person Checking Reference:** _____

Reference Name: _____ **Reference Organization:** _____

Relationship to Applicant: Supervisor Peer Other (Specify): _____

Dates of Employment: From _____ to _____ **Salary:** _____

Position(s) Held:

What was the nature of the applicant's job?

Reason for Separation: Still Employed Voluntary Involuntary

Explanation:

Please rank the candidate based on the following areas:

Responds to Supervision	Poor	Fair	Good	Very Good	Excellent	N/A
Attendance	Poor	Fair	Good	Very Good	Excellent	N/A
Dependability	Poor	Fair	Good	Very Good	Excellent	N/A
Willingness to assume responsibility	Poor	Fair	Good	Very Good	Excellent	N/A
Ability to follow instructions	Poor	Fair	Good	Very Good	Excellent	N/A
Quality of Work	Poor	Fair	Good	Very Good	Excellent	N/A
Quantity of Work	Poor	Fair	Good	Very Good	Excellent	N/A

Additional Questions

Were there any disciplinary actions? Please explain:

Were there any performance issues? Please explain:

What are the candidate's strong points?

What are the candidate's weak points?

If given the opportunity, would you re-employ this individual? YES NO

Any additional comments?