

This is a reference for _____

Provided by _____

Date _____

Relationship to applicant _____

phone # _____

- How long have you known the applicant?
- What was her position?
- Please tell me about the responsibilities on the job?
- What is your impression of her as a worker?
- Is the person reliable? Punctual?
- Did she show initiative or wait to be told what to do?
- Does the person listen well? Follow instructions?
- Is she trustworthy?
- Does she show good common sense?
- Were there any problems on the job?
- Were you aware of any problems with drugs or alcohol?
- Would you recommend this person?