



Medina County Board of Commissioners Reference Check Form

Use this form to verify facts and obtain additional information PRIOR TO MAKING A JOB OFFER.

DO NOT conduct a reference check without having completed an application and "Disclosure & Consent for Employment References" form in your possession.

Applicant Name: _____ Date of Reference Check: _____

Person Checking Reference: _____

Reference's Name: _____ Reference's Organization: _____

Position being considered for: _____

1. This candidate gave your name as a former employer and stated that dates of employment were
from: _____ **to:** _____ Please verify: **Y** ☐ **N** ☐

2. Were you the candidate's immediate supervisor? **Y** ☐ **N** ☐ If NO, please give your working relationship:

3. Candidate states that he/she was employed as: _____
Please verify: **Y** ☐ **N** ☐

4. What were the major duties performed?

5. Was the candidate's work performance satisfactory? **Y** ☐ **N** ☐ If NO, Please explain

6. Did the candidate's absentee record affect his/her performance or the productivity of the unit? **Y** ☐ **N** ☐ If YES, please explain

7. Has the employee ever received any disciplinary action? **Y** ☐ **N** ☐ If YES, what was the nature of the offense and what action was taken?

8. Why did this person leave your organization?

9. Are you aware of any information that might affect this individual's suitability for employment in a position where he or she would come into direct contact with children, the elderly; or in a position that might involve work with confidential records or funds? **Y** ☐ **N** ☐ If YES, please explain

10. Are there any other comments you wish to make about the individual's work performance that would affect his/her ability to perform in this position?

Recommended to hire: Y ☐ **N** ☐

Hiring Department's Signature

Date

Return this form to Human Resources. Absent the requisite number of reference checks the candidate will not be placed on resolution.