

AMC Reference Check Form

Applicant: _____ Position Applied For: _____

Company Contacted: _____

Person Contacted: _____

Title: _____

Phone Number: (_____) _____

Dated of Employment: From: _____ To: _____

Salary: \$ _____ Bonus: \$ _____ Commission: \$ _____

What was/is your relationship with the applicant? _____

How long have you known the applicant? _____

What were the applicant's job title and duties? _____

If applicable, how many people did this person supervise? _____

Reason for leaving? _____

Attendance/Punctuality? _____

Strong points? _____

Areas for improvement? _____

How does this person get along with other people? _____

Would you rehire? [] Yes [] No Reason: _____

Additional Comments: _____

Verification of Educational Degree: _____

Reference CHECKED BY (PRINT): _____

Additional Comments: _____
