

CHICAGO STATE UNIVERSITY

Applicant's Name: _____ Date: _____

Position Applied For: _____ Dept.: _____

Person Conducting Check: _____ Title: _____

When telephoning another company to conduct a reference check, be sure to introduce yourself, giving your name and title, where you are calling from, and explain the reason for your call. Try to speak with the applicant's supervisor. Make sure the person you do speak to has the authority to give references. Give the person you are speaking with the name of the applicant, the position they are applying for, and the supposed dates of employment with their company. Offer to fax a release if the person you are speaking to is reluctant to give information.

Previous Employer: _____

Person Giving Reference: _____ Title: _____

Verified Dates of Employment: _____ to _____

Position Title: Begin _____ End _____

Salary/Wages: Begin _____ End _____

Brief description of previous job duties: _____

How would you describe applicant's performance of job duties? _____

What value did the applicant add to their company? _____

How did the applicant get along with others? _____

Reason for applicant's termination: _____

Is applicant eligible for rehire with this company? Yes No

If not eligible for rehire, why not? _____

Additional Notes: _____