

**PRE-EMPLOYMENT PERSONAL  
REFERENCE CHECK**

APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

CLIENT COMPANY APPLIED FOR: \_\_\_\_\_

PERSON CONTACTED: \_\_\_\_\_

HOW LONG HAVE YOU KNOWN THE APPLICANT? \_\_\_\_\_

DESCRIBE HOW HE/SHE GETS ALONG WITH PEOPLE? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

WHAT ARE SOME OF THE APPLICANT'S STRONG POINTS? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



**RESOURCE  
MANAGEMENT  
INC.**

WHAT ARE SOME AREAS OF IMPROVEMENT? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

WOULD YOU HIRE THE APPLICANT IF YOU WERE AN EMPLOYER?      WHY?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

OTHER COMMENTS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**CHECKER'S COMMENTS**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REFERENCE CHECK BY: \_\_\_\_\_ DATE: \_\_\_\_\_