



Employment Reference Request Form B

Section 1 - Applicant-Provided Information:

Applicant Name: _____

Previous/Other Name if Used for This Position: _____

Position Title: _____

Position Type - Circle 1: Employee Volunteer Contractor

Other - (Please Explain): _____

Dates of Employment: From: _____ To: _____

Reason for Leaving: _____

Description of Duties: _____

Section 2 - Reference-Provided Information:

Employment Verification - Please circle the appropriate answer below.

- How were you associated with the applicant? ☐ Coworker ☐ Supervisor ☐ HR Representative
☐ Other: _____
- Can you confirm the applicant-provided job title is accurate? ☐ Yes ☐ No
- Are the dates of employment provided above correct? ☐ Yes ☐ No
- Was the separation: ☐ Voluntary ☐ Involuntary ☐ Unsure
- Would you hire this person again? ☐ Yes ☐ Unsure ☒ Choose not to answer ☒ No
If not, can you share the general reason? _____

Job Performance - On a scale from 1 to 5, where 5 means a strong yes, 3 means met expectations, and 1 means a strong no, please rate the applicant in the following areas.

- | | | | | | |
|---|-------------------------|------------------------------------|------------------------------------|------------------------------------|------------------------------------|
| 1. Quality of work: | ☐ 1 | ☐ 2 | ☒ 3 | ☐ 4 | ☐ 5 |
| 2. Productivity and time management: | ☐ 1 | ☐ 2 | ☐ 3 | ☒ 4 | ☐ 5 |
| 3. Attendance and punctuality: | ☐ 1 | ☐ 2 | ☐ 3 | ☐ 4 | ☒ 5 |
| 4. Ability to work independently: | ☐ 1 | ☐ 2 | ☐ 3 | ☒ 4 | ☐ 5 |
| 5. Ability to work as part of a team: | ☐ 1 | ☐ 2 | ☒ 3 | ☐ 4 | ☐ 5 |
| 6. Communication skills (verbal and written): | ☐ 1 | ☐ 2 | ☒ 3 | ☐ 4 | ☐ 5 |
| 7. Problem-solving and decision-making: | ☐ 1 | ☒ 2 | ☐ 3 | ☐ 4 | ☐ 5 |



Employment Reference Request Form B Continued

Workplace Behavior - On a scale from 1 to 5, where 5 means a strong yes, 3 means met expectations, and 1 means a strong no, please rate the applicant in the following areas.

- | | | | | | |
|---|-------------------------|------------------------------------|------------------------------------|------------------------------------|-------------------------|
| 1. Demonstrated a positive attitude: | ☐ 1 | ☒ 2 | ☐ 3 | ☐ 4 | ☐ 5 |
| 2. Demonstrated flexibility and adaptability: | ☐ 1 | ☐ 2 | ☒ 3 | ☐ 4 | ☐ 5 |
| 3. Was respectful and professional: | ☐ 1 | ☒ 2 | ☐ 3 | ☐ 4 | ☐ 5 |
| 4. Handled feedback or criticism appropriately: | ☐ 1 | ☒ 2 | ☐ 3 | ☐ 4 | ☐ 5 |
| 5. Handled stress or difficult situations well: | ☐ 1 | ☐ 2 | ☐ 3 | ☒ 4 | ☐ 5 |

Additional Comments: Please share any other information that would be helpful in evaluating this applicant.

Reference Signature (optional):

Date:

Requesting Agency: _____

Address: _____

Agency Contact: _____

Phone Number: _____

Email: _____

FOR AGENCY USE ONLY: If the reference is completed via telephone/online meeting:

- 1) Complete the name and title [above] of the person providing the reference.
- 2) Advise that the responses are being recorded on this form.
- 3) Advise the reference provider that a copy will be sent to him/her in the mail.

Name of person documenting telephone reference: _____

Title: _____ Date: _____