

## Personal Reference Check

[Your Business]  
[Street Address]  
[City, State and Zip Code]

[Date]

[Reference]  
[Street Address]  
City, State and Zip Code]

Re: Reference for [Applicant]  
[Social Security Number]  
[Provide information supplied by applicant for identification purposes.]

Dear [Reference]:

The above-named individual has applied for employment with our business and has named you as a reference. In order to make an informed hiring decision, we need to know the applicant's work/educational history and personal qualifications or fitness for employment. A release permitting you to provide the following information has been signed by the applicant and a copy is attached. Any information that you give will be held in the strictest confidence. Please verify by answering the following questions.

How long have you known [Applicant]? \_\_\_\_\_

What is the nature of your relationship? \_\_\_\_\_

Why do you think [Applicant] would be a good choice for this position? \_\_\_\_\_

Do you know of any reasons that could prevent [Applicant] from performing the functions of the position? \_\_\_\_\_

Information furnished by: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Thank you for your cooperation and prompt response.

Sincerely,

[Your Name]  
[Your Title]  
[Your Business]