

**Reference Check Control Form**

Applicant Name: \_\_\_\_\_ Position: \_\_\_\_\_

**Personal references checked:**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address : \_\_\_\_\_  
Telephone: \_\_\_\_\_ Date contacted: \_\_\_\_\_ Method of contact: \_\_\_\_\_  
Notes: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address : \_\_\_\_\_  
Telephone: \_\_\_\_\_ Date contacted: \_\_\_\_\_ Method of contact: \_\_\_\_\_  
Notes: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address : \_\_\_\_\_  
Telephone: \_\_\_\_\_ Date contacted: \_\_\_\_\_ Method of contact: \_\_\_\_\_  
Notes: \_\_\_\_\_

**Employment references checked:**

Name: \_\_\_\_\_ Employer: \_\_\_\_\_  
Relationship: \_\_\_\_\_ Dates of employment: \_\_\_\_\_ Pay: \_\_\_\_\_  
Address : \_\_\_\_\_  
Telephone: \_\_\_\_\_ Date contacted: \_\_\_\_\_ Method of contact: \_\_\_\_\_  
Would you rehire? \_\_\_\_\_ Reason for termination: \_\_\_\_\_  
Notes: \_\_\_\_\_

Name: \_\_\_\_\_ Employer: \_\_\_\_\_  
Relationship: \_\_\_\_\_ Dates of employment: \_\_\_\_\_ Pay: \_\_\_\_\_  
Address : \_\_\_\_\_  
Telephone: \_\_\_\_\_ Date contacted: \_\_\_\_\_ Method of contact: \_\_\_\_\_  
Would you rehire? \_\_\_\_\_ Reason for termination: \_\_\_\_\_  
Notes: \_\_\_\_\_

Name: \_\_\_\_\_ Employer: \_\_\_\_\_  
Relationship: \_\_\_\_\_ Dates of employment: \_\_\_\_\_ Pay: \_\_\_\_\_  
Address : \_\_\_\_\_  
Telephone: \_\_\_\_\_ Date contacted: \_\_\_\_\_ Method of contact: \_\_\_\_\_

Would you rehire? \_\_\_\_\_ Reason \_\_\_\_\_ for \_\_\_\_\_ termination:

Notes: \_\_\_\_\_  
\_\_\_\_\_

Records checked:

- School records (date requested: \_\_\_\_\_) Notes: \_\_\_\_\_
- Criminal records (date requested: \_\_\_\_\_) Notes: \_\_\_\_\_
- Driving records (date requested: \_\_\_\_\_) Notes: \_\_\_\_\_
- Credit records (date requested: \_\_\_\_\_) Notes: \_\_\_\_\_