

Telephone Reference Form (For Personal Reference)

Candidate's Name:

Position applying for:

Reference Contacted:

Title of Reference:

Individual Checking Reference:

Date of Call:

Time of call:

Phone:

- How long have you known this person?

- How would you describe this person?

- Helpfulness/Cooperation?

- Responsibility to obligations?

- What do you consider as his/her strong points?

- Other comments.

SIGNATURE _____ DATE _____