

Candidate's Name:

Position applying for:

Reference Contacted:

Title of Reference:

Individual Checking Reference:

Phone:

- How long have you known this person?

Date of Call: Time of call:

- How would you describe this person?

- Helpfulness/Cooperation?

- Responsibility to obligations?

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

- Other comments:

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Signature

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Date