



EMPLOYMENT REFERENCE CHECK

Dear Sir/Madam,

(**Company name**) is requesting from your side to verify information for the purposes of a pre-employment reference check

Applicant's Name:

Reference Check Provided by

Name:

Title

Organization Name:

Required Data About the Candidate

Employment Date: **From** **To**

Position Title:

Evaluate the overall performance of the applicant? Does he possess the required technical knowledge & job skills?

Describe the applicant's time management & leadership skills?

Does the applicant have any remarkable accomplishments while his employment?

Reason for applicant's termination:

Would you re- hire the mentioned employee? **Yes** **No**

If not eligible for rehire, why?

Thanks in advance for your assistance with this matter.

I assure that any information provided from your side about this applicant will be confidential