

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 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: _____

Date: _____

Thank you for your cooperation and prompt response.

Sincerely,

[Your Name]
[Your Title]
[Your Company]