

**Reference Check Control Form**

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

**Personal references checked:**

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

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

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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: \_\_\_\_\_

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

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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: \_\_\_\_\_