UTF10 - Reference Check Form

CANDIDATE: **DATE:**

REFEREE: **PHONE:**

REFERENCE CHECK CONDUCTED BY:

Did <candidate name> report to referee?	Yes ☐ No ☐
If not – what was the working relationship?	
Position held by <candidate name>?	
Period of employment? (dates)	From: To:
Duties and responsibilities?	
Overall work performance e.g. • Technical skills • Supervision needed • Adherence to workplace safety • Take initiative • Teaching skills? • Retention rate?	
How did <candidate name> interact with: • Management • Colleagues • Clients/students?	
How did candidate accept criticism?	
Reason for leaving?	
Principal strengths?	
Weakness?	
Would you consider re-employ this person/ work with this person in the future	Yes ☐ No ☐, why not? _____