



Reference Check Form

**Please submit one form for each reference provided on the application.
(UAS recommends at least three forms to be submitted for each selected candidate)**

Name of applicant _____ Employment date _____
 Position applied for _____ Name of reference _____
 Company _____ Telephone number _____
 Job title _____ Relationship to candidate _____

Job responsibility:

Please review the following questions for your responses.

Yes No N/A

	Yes	No	N/A
Does the candidate possess an impeccable quality of work?			
Does the candidate convey initiative/follow through with critical tasks?			
Does the candidate work well in a team-oriented environment?			
Does the candidate demonstrate an ability to work well under pressure?			
Does the candidate have the ability to comply with policies and procedures?			
Has the candidate been in a position to delegate, train, or supervise staff?			
Has the candidate shown punctuality and good attendance?			
Has the candidate fulfilled their duties with exceptional organization skills?			
Has the candidate exhibited an ability to properly manage a budget?			

Reason for leaving:

Would you re-employ?

Yes No

If no, please explain why:

Reference check by: _____

Date: _____