

**Trinity Behavioral Healthcare PC
Applicant Reference Check**

Telephone Reference Check Form Purpose: A reference check is a valuable tool in the recruitment process to verify facts and obtain additional information about the candidate. All sections should be completed to be considered a valid reference. **DO NOT CONDUCT A CHECK WITHOUT A COMPLETED APPLICATION.**

Applicant Name: _____ Date of Reference Check: _____

Person Checking Reference: _____ Reference Name: _____

Reference Organization: _____

Relationship to Applicant: ↑ Supervisor ↑ Peer ↑ Other (Specify) _____

Dates of Employment: From _____ To _____

Position(s) Held:

What was the nature of the applicant's job?

Reason for Separation: _____ Voluntary _____ Involuntary

(Give Explanation):

Please rank the candidate based on the following areas:

Responds to Supervision	Poor	Fair	Good	Very Good	Excellent
Attendance	Poor	Fair	Good	Very Good	Excellent
Dependability	Poor	Fair	Good	Very Good	Excellent
Willingness to assume responsibility	Poor	Fair	Good	Very Good	Excellent
Ability to follow instructions	Poor	Fair	Good	Very Good	Excellent
Quality of work	Poor	Fair	Good	Very Good	Excellent
Quantity of work	Poor	Fair	Good	Very Good	Excellent

Additional Questions:

Were there any disciplinary actions? Please explain:

Were there any performance issues? Please explain:

What are the candidate's strong points?

What are the candidate's weak points?

If given the opportunity, would you re-employ this individual? Yes No

Any additional comments?