

TELEPHONE REFERENCE WORKSHEET

APPLICANT NAME _____ SOC. SEC. # _____

POSITION APPLIED FOR _____ DATE _____

1. EMPLOYER _____ PHONE _____

DATES OF EMPLOYMENT _____ TO _____ JOB TITLE _____

NAME & TITLE OF PERSON RELAYING INFO. _____

REASON FOR LEAVING/TERMINATION _____

WOULD YOU REHIRE? _____ YES _____ NO

COMMENTS: _____

EMPLOYER _____ PHONE _____

DATES OF EMPLOYMENT _____ TO _____ JOB TITLE _____

NAME & TITLE OF PERSON RELAYING INFO. _____

REASON FOR LEAVING/TERMINATION _____

WOULD YOU REHIRE? _____ YES _____ NO

COMMENTS: _____

EMPLOYER _____ PHONE _____

DATES OF EMPLOYMENT _____ TO _____ JOB TITLE _____

NAME & TITLE PERSON RELAYING INFO. _____

REASON FOR LEAVING/TERMINATION _____

WOULD YOU REHIRE? _____ YES _____ NO

COMMENTS: _____

SIGNATURE OF PERSON OBTAINING EMPLOYMENT INFORMATION _____ DATE _____