

**PROFESSIONAL REFERENCE FORM****SECTION 1: APPLICANT INFORMATION**

Applicant's Full Name: \_\_\_\_\_

Position Applied For: \_\_\_\_\_

Date: \_\_\_\_\_

**SECTION 2: REFEREE INFORMATION**

Full Name of Referee: \_\_\_\_\_

Job Title / Position: \_\_\_\_\_

Company / Organization: \_\_\_\_\_

Office Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

(Examples: former supervisor, colleague, manager, teacher, mentor)

How long have you known the applicant? \_\_\_\_\_

**SECTION 3: APPLICANT EVALUATION**

Please rate the applicant on the following qualities:

Criteria	Excellent	Good	Fair	Poor
Work Ethic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reliability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teamwork	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Problem-Solving Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Honesty & Integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional Conduct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to Learn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### SECTION 4: COMMENTS ABOUT THE APPLICANT

1. What are the applicant's strengths?

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2. What areas need improvement?

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3. How would you describe their attitude toward work?

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4. Would you rehire or work with this applicant again?

☐ Yes ☐ No ☐ Maybe / With Reservations

If "No" or "Reservations," please explain:

#### SECTION 5: REFEREE DECLARATION

I confirm that the information provided above is true and based on my professional experience with the applicant.

Referee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

END

