

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?

2. What areas need improvement?

3. How would you describe their attitude toward work?

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