



ALLEGHENY EAST CONFERENCE CORPORATION  
of Seventh-day Adventists®

# REFERENCE INFORMATION FORM

Human Resources

Date \_\_\_\_\_

**GENERAL INFORMATION**

Name of Candidate \_\_\_\_\_

Position for which Candidate Applied \_\_\_\_\_

Name of Reference \_\_\_\_\_

Organization of Reference \_\_\_\_\_

**REFERENCE**

1. Applicant's job title/position: \_\_\_\_\_  
 Starting and ending employment dates: \_\_\_\_\_  
 Starting and ending salary: \_\_\_\_\_
2. Your work relationship with applicant: \_\_\_\_\_
3. Primary work responsibilities: \_\_\_\_\_  
 May I review her resume with you:  Yes  No  
 Can you verify what is listed for your organization:  Yes  No
4. What the applicant did well: \_\_\_\_\_
5. How did applicant compare with others who performed the same work:  
 Attitude \_\_\_\_\_  
 Work ethic \_\_\_\_\_
6. What areas could applicant improve upon: \_\_\_\_\_
7. Characterize applicant's work relationship with others in the work place: \_\_\_\_\_
8. Any attendance issues? Late, miss work frequently: \_\_\_\_\_
9. Any performance issues that impacted candidate's job?  
 Did you evaluate job performance: May we speak with the evaluator: \_\_\_\_\_  
 What are strong/weak points: \_\_\_\_\_  
 What would be considered candidate's biggest accomplishment: \_\_\_\_\_
10. Did candidate work well as a team member: \_\_\_\_\_
11. Had candidate been promoted while employed: \_\_\_\_\_
12. Did applicant supervise others:  Yes  No What type of management style: \_\_\_\_\_  
 May we speak with the subordinates:  Yes  No
13. Is there anything that I may have overlooked that you would like to share? \_\_\_\_\_
14. Why did applicant leave? \_\_\_\_\_
15. Would you rehire applicant:  Yes  No If no, please state reason \_\_\_\_\_
16. Would you recommend applicant for this job: \_\_\_\_\_

Any statements/questions reference declined to provide comments. List: \_\_\_\_\_