

Coastal Community Action, Inc.

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.** Indicate N/A if the question is not applicable.

Applicant Name: _____ Date of Reference Check: _____

Person Checking Reference: Dora Sprague, Director of Human Resources

Reference Name: _____ Company: _____

Address: _____ Phone #: _____

Relationship to Applicant: Supervisor Peer Other (Specify) _____

Dates of Employment: From _____ To _____ Salary: _____

Position(s) Held: _____ Reason for Separation: Voluntary Involuntary

Please rank the candidate based on the following areas:

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

Additional Questions:

Were there any disciplinary actions or 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?

Signature: _____ Date: _____

Please Return To:

Dora J. Sprague
Director of Human Resources
Coastal Community Action, Inc.
303 McQueen Avenue
P.O. Box 729
Newport, North Carolina 28570
dora.sprague@coastalcommunityaction.com
Office: 252.223.1633
Fax: 252.223.1688

** Form must be signed by individual who completed the requested information.*