



**SLK Hana Ola, LLC**

*Because we are committed to your good health...*

## EMPLOYMENT REFERENCE VERIFICATION FORM

Name of Candidate	Potential Position
Current/Previous Employer	Type of Business
Supervisor/Person Contacted	Position or Title of Person Contacted
Telephone Number of Person Contacted	Date

**Note: Try to speak with the applicant's supervisor; if this is not possible, be sure the individual you speak with has a factual basis for his/her comments. Ask the person contacted if he/she has a few minutes to speak with you regarding \_\_\_\_\_ for a reference check.**

*Name of Candidate*

1. I'd like to verify the following information from \_\_\_\_\_'s application:
  - (a) Dates of employment: From \_\_\_\_\_ to \_\_\_\_\_.
  - (b) Part time or Full time: \_\_\_\_\_.
  - (c) Salary: He/she started \$\_\_\_\_\_ per \_\_\_\_\_. Is that correct? Yes or No.
  - (d) Did he/she supervise other people? Yes or No \_\_\_\_\_. How many? \_\_\_\_\_.
  - (e) He/she said they held the following position \_\_\_\_\_. Is that correct? Yes or No.

2. Why did he/she leave your company?

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3. What were his/her strong points? \_\_\_\_\_

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4. What was his/her weak points or limitations? \_\_\_\_\_  
\_\_\_\_\_

5. On the average, how many times a month does he/she miss work or come in late? \_\_\_\_\_

6. Did his/her job duties change during the time employed by you? Yes or No \_\_\_\_\_

If yes, how? \_\_\_\_\_  
\_\_\_\_\_

7. Did he/she improve or advance while on the job? \_\_\_\_\_  
\_\_\_\_\_

8. How well did he/she relate to other people? \_\_\_\_\_

Specifically: Superiors? \_\_\_\_\_

Peers? \_\_\_\_\_

Subordinates? \_\_\_\_\_

9. Could you comment on degree of supervision needed? \_\_\_\_\_  
\_\_\_\_\_

10. Could you comment on his/her overall attitude? \_\_\_\_\_  
\_\_\_\_\_

11. Given the following categories, how would you rate his/her overall work performance:

Above Average \_\_\_\_\_ Average \_\_\_\_\_ Below Average \_\_\_\_\_

12. If given the opportunity to rehire this person, would you do so? Yes \_\_\_\_\_ or No \_\_\_\_\_



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Thank you taking time to respond to my questions.

Additional Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reference Check Performed by: \_\_\_\_\_ Date: \_\_\_\_\_