

CHARACTER REFERENCE VERIFICATION

Applicant Name: _____ Position: _____

Character Reference Name: _____ Phone: _____

Please answer all questions and provide additional information as requested

- 1) Are you related to the applicant? Yes No If yes, please explain: _____
- 2) How many years have you known applicant? _____
- 3) In what context have you known applicant (supervisor, colleague, friend, etc) _____

Please answer all questions to the best of your knowledge

- 4) Have you ever had to question the applicants reputation for:
 - a. Honesty Yes No Don't know
 - b. Trustworthiness Yes No Don't know
 - c. Diligence Yes No Don't know
 - d. Reliability Yes No Don't know
 - e. Good character Yes No Don't know
 - f. Maturity Yes No Don't know

Please indicate your overall recommendation for this applicant

- Highly recommended Recommended, but with reservations
 Recommended Not recommended

Comments:

For Internal Use Only

Results: _____

Date Checked: _____ By Phone By Mail By Fax

Signature: _____ Date: _____