# IPW,INC.

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| Telephone Reference Check Form |
| Applicant Information |
| Applicant Name: |       |       |       | Date: |       |
|  | Last | First | M.I. |
| Position Applied for: |       |
| Director Name: |       |
|  |
| Contact Information |
| Name of Contact: |       |
| Title: |       | Phone: | (     )       |
| Company: |       |
| Address: |       |       |
|  | Street Address | Suite # |
|  |       |       |       |
|  | City | State | ZIP Code |
|  |
| Reference Comments |
| Was the applicant an employee of your company? | YES[ ]  | NO[ ]  |  |   |
| When? | START DATE: |       | END DATE: |       |  |
| What was the applicant’s position on the last day of employment? |       |
| What were the applicant’s job responsibilities? |
|       |
| What are the applicant’s strengths?  |
|       |
| Weaknesses? |
|       |
| How would you characterize the applicant’s problem-solving skills? |
|       |
| How would you characterize the applicant’s technical skills? |
|       |
| Did the applicant work on multiple projects at once? If so, how did he/she handle it? |
|       |
| Please describe a time when the applicant had a conflict with a co-worker. How did he/she handle it? |
|       |
| What was the applicant’s reason for leaving your employ? |
|       |
| Would you rehire this applicant? | YES[ ]  | NO[ ]  |  |
| Is there anything else you would like to add? |
|       |
| Thank you for your time and assistance. |
|  |