



APPLICANT REFERENCE CHECKS - PLEASE HAVE YOUR REFERENCES COMPLETE

EMAIL to: apply@myhealingbynature.com

Name of Candidate: _____ Date: _____

Position Applied for: _____

Name of Reference Giver: _____ Phone No. _____

Email: _____

1. Did the candidate work for you? _____

YES	NO
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2. What were the dates of employment? _____

3. What position(s) did the candidate hold? _____

4. What were his/her job duties? _____

5. Did the candidate perform these duties Competently?

YES	NO
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6. How was the candidate's attendance record? Excellent Good Fair Poor

7. If the candidate missed much work, what were the major reasons? _____

(i.e. illness, family issues; etc.)? _____

9. Please comment on the candidate's working habits and traits: _____

Circle the correct answer of Yes or No:

- a. Is the candidate punctual?
- b. Is the candidate dependable?
- c. Is the candidate honest?
- d. Is the candidate trustworthy?
- e. Is the candidate tactful?
- f. Does the candidate use good judgment?
- g. Is the candidate compassionate?
- h. Does the candidate show initiative?
- i. Has the candidate got a good attitude?
- j. Is the candidate a Team Player?
- k. Does the candidate respect authority?
- l. Does the candidate need constant supervision?
- m. Can the candidate handle stress?
- n. Have you ever had any disciplinary issues with the candidate?

YES	NO
YES	NO
YES	NO
YES	NO
YES	NO
YES	NO
YES	NO
YES	NO
YES	NO
YES	NO
YES	NO
YES	NO
YES	NO
YES	NO
YES	NO
YES	NO

If yes, explain _____

10. What do you feel the candidate's main strengths are? _____

11. What do you feel the candidate's weaknesses are? _____

12. The candidate has applied for a _____

_____ position.

Do you feel the candidate is suitable for it? _____

13. What was the reason the candidate left your employment?

14. Would you hire the candidate again? _____

15. Do you have any other comments you would like to make:

YES	NO
YES	NO
YES	NO
YES	NO
YES	NO
YES	NO

Reference check conducted by: _____ Date: _____

Position: _____