



**Reference Check Form**

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Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

Person I talked with: \_\_\_\_\_ Phone: \_\_\_\_\_

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**Questions:**

**Employment History**

1. How long did you employ the applicant?

Notes:

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2. What kind of services were provided by the applicant?

Notes:

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3. Why did the applicant leave? Would you hire the applicant again?

Notes:

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**Performance**

4. What are the applicant's strengths?

Notes:

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5. Was the applicant punctual? Where there any problems with the applicant not showing up or taking too much time off from work?

Notes:

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6. What do you respect most about the applicant?

Notes:

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7. In what area (s) could the applicant improve?

Notes:

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8. Does the applicant have good communication skills?

Notes:

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9. How does the applicant handle stressful situations? Can they still deliver service needs under stressful situations?

Notes:

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10. Can the applicant work independently, or do they need specific directions?

Notes:

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11. On a scale from 1-5 how would you rate the following qualities in the caregiver? (Use 5 as highest rating)

Flexibility 1      2      3      4      5

Maturity 1      2      3      4      5

Patience 1      2      3      4      5

Timeliness 1      2      3      4      5

Energy 1      2      3      4      5

Notes:

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**Closing**

12. Do you have anything else to offer about the applicant or the applicant's job performance?

Notes:

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13. Would you recommend this person as a caregiver?

Notes:

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14. What advice can you give me on managing the applicant?

Notes:

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15. Any other comments:

Notes:

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Make sure to thank the person giving the reference for their time!