

Coastal Protection & Restoration Authority

Reference Check Form

Applicant Name: _____

Position for Consideration: _____

Company: _____

Person Contacted: _____ Phone: _____

Previous Position Applicant Held: _____

Dates of Employment: *From* _____ *To* _____

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- How would you rate the applicant's job performance?

 - How would you rate the applicant's attendance record?

 - How would you rate the applicant's job skills?

 - How did the applicant get along with other employees/the public?

 - Did the applicant ever receive any commendations for his/her job performance?

 - Did the applicant ever receive disciplinary actions?

 - Why did the applicant leave your company?

 - Would you rehire the applicant?

 - Would you recommend the applicant for this position?

Reference check conducted by: _____

**Reference checks must be completed for all qualifying experience mentioned in the 6.5g memo*