

Diocese of Owensboro
New Hire Reference Form

Candidates Name _____

Reference's Name _____

Date Reference Called _____ Date Interviewed _____

How long have you known applicant? _____

Do you know the applicant thru work or personally?

If colleagues; what were the applicant's duties?

In your opinion, does the applicant work well as a team member?

What is/was the applicant's attendance punctuality record? Do they show up on time?

How would you describe the attitude and cooperation related to others, work and co-workers?

What are the applicant's strong points?

Would you hire or re-hire this person?

Any other comments?

Person checking reference's and date: _____