**EMPLOYEE/INTERN REFERENCE CHECK**

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| APPLICANT NAME: Click or tap here to enter text. | POSITION/TITLE: Click or tap here to enter text. |
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| REFERENCE NAME: Click or tap here to enter text. | REFERENCE PHONE: Click or tap here to enter text. |
|  | |
| REFERENCE CHECKED BY: Click or tap here to enter text. | |
|  | |
| TYPE OF REFERENCE: Choose an item. | |
|  | |
| How do you know and how long have you known the candidate? | |
| Click or tap here to enter text. | |
| Would you please describe Click or tap here to enter text. personality in a few words? | |
| Click or tap here to enter text. | |
| What would you say are his/her strengths? | |
| Click or tap here to enter text. | |
| What would you say are his/her weaknesses? | |
| Click or tap here to enter text. | |
| Would you say he/she is more task oriented or more people oriented? | |
| Click or tap here to enter text. | |
| We are a Child Welfare Agency and need to know the answer to this next question if you know. Has he/she ever had a DCS referral that you are aware of? | |
| Click or tap here to enter text. | |
| Is there anything he/she has accomplished in life that is especially notable? | |
| Click or tap here to enter text. | |
| On a scale of 1 – 10 (10 being excellent) how would you rate him/her on the following: | |
| Punctuality Click or tap here to enter text. | |
| Dependability Click or tap here to enter text. | |
| Organizational skills Click or tap here to enter text. | |
| Communication skills Click or tap here to enter text. | |