



Telephone Reference Check

This telephone reference check form is to be used for candidates who are applying for non-faculty, non-supervisory positions at Centenary University. References for candidates with prior work experience must be business / professional, and preferably from former supervisors. In the event the candidate recently worked at only one employer for 7 years or longer, then one supervisory reference will suffice. "Personal" references are acceptable only in the event that the candidate does not have prior paid work experience. Prior to an offer of employment, normally a minimum of 2 such references must be completed, each with satisfactory recommendation.

Applicant's Name _____

Company Contacted _____ **Tel #:** _____

Name of Person Providing Reference _____

Title of Person Providing Reference _____

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

Applicant's Position/ Title _____

Comments

Quality of Work _____

Quantity of Work _____

Attendance _____

Customer Service Skills _____

Reason for Leaving Company _____

Additional Comments _____

Reference Completed by _____

Title _____ **Date** _____