

Arkansas State University Telephone Reference Check Form

(As authorized by the Quality in Hiring Act of 1999)

Date: _____

Name of Applicant: _____ Position Applied For: _____

Person Contacted: _____ Company: _____

1. Applicant states he or she worked for your company from _____ to _____
Is that correct? YES _____ NO _____ Correct dates from _____ to _____

2. What were his or her job duties? _____

3. Were there any attendance problems? YES _____ NO _____

4. Is this individual eligible for rehire? YES _____ NO _____

5. Were there any threats of violence, harassing acts, or threatening behavior related to the workplace or directed at another employee? YES _____ NO _____

6. What was the last written performance evaluation of this individual? _____

7. Was the employee VOLUNTARILY or INVOLUNTARILY separated from employment? CIRCLE ANSWER

8. Remarks:

Checked by: _____

NOTE: Once completed, please submit copy to Human Resources to be placed in position file.