

## Reference Check Form

The following person is an applicant for \_\_\_\_\_ at the University of West Florida and has listed you as a professional reference. Please provide the following information.

Applicant's Name: \_\_\_\_\_

Employer: \_\_\_\_\_

Position(s) Held: \_\_\_\_\_

Date(s) of Employment: \_\_\_\_\_

Job Duties and Responsibilities:

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Competency with skills:

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Interpersonal Skills:

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Team Player: \_\_\_\_ Yes \_\_\_\_ No

Alert and Quick to Learn: \_\_\_\_ Yes \_\_\_\_ No

Honesty/Integrity/Work Ethic:

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Dependable: \_\_\_\_\_ Yes \_\_\_\_\_ No

Attendance/Punctuality: \_\_\_\_\_

Strengths:

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Weaknesses:

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Reason for Leaving: \_\_\_\_\_ Eligible for Rehire: \_\_\_\_\_

Additional Comments:

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