

# Telephone Reference Check

(Please complete two to three for the recommended candidate.)

Date: \_\_\_\_\_

**Applicant:** \_\_\_\_\_

**Suggested opening conversation:**

*"This is (your name) with the University of North Carolina at Asheville. Mr. or Ms. (Applicant) has applied for employment with us. I would like to verify some of the information given us. Are you the proper person to be answering these questions?" (If not, get the name and number of the person to be contacted.)*

**Name of Reference:** \_\_\_\_\_

**Title of Reference:** \_\_\_\_\_

**Organization Name:** \_\_\_\_\_

**Employee Information:**

**Applicant's Employment Dates:** From \_\_\_\_\_ To \_\_\_\_\_

**Position Held:** \_\_\_\_\_

Supervisory

Non Supervisory

**Leaving Salary:** \_\_\_\_\_

**Why did he or she leave your agency or company?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Comments:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Caller's Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date