



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 and fax it back to (850) 857-6030.

Applicant's Name: _____

Employer: _____

Position(s) Held: _____

Date(s) of Employment: _____

Job Duties and Responsibilities:

Competency with skills:

Interpersonal Skills:

Team Player: ____ Yes ____ No

Alert and Quick to Learn: ____ Yes ____ No

Honesty/Integrity/Work Ethic:

Dependable: _____ Yes _____ No

Attendance/Punctuality: _____

Strengths:

Weaknesses:

Reason for Leaving: _____ Eligible for Rehire: _____

Additional Comments:

