



HOWARD COUNTY JUNIOR COLLEGE DISTRICT

Reference Check Form

Prospective Employee Name: _____

Position Applying For: _____

Reference Checked by: _____ Date: _____

Person Interviewed: _____ Phone #: _____

Check One: Personal Reference: _____ Job/Work Reference: _____

Dates of Employment: _____ Verified: _____	
Job Title: _____ Verified: _____	
Reason for Termination/Separation: _____ Verified: _____	
Tell me something that stands out about this employee?	
Would you work with this person again?	
Would this person be a good fit for the position applied for?	
Did the employee have satisfactory attendance?	
Any other comments:	

Note: At least 3 reference checks of former employers are required prior to offer of employment including the most recent employer. If three former employers are not available, personal references may be substituted for former employers. Personal references should include individuals who can verify the applicant's character (i.e., pastor, business associate, co-worker, teacher, school counselor, etc.)