



Goodwill Industries of Central Florida, Inc.

Pre-Employment References

Applicant's Name:

Business Reference Section

Today's Date:

Name of Company or Person Called:

Person Contacted - Job Title:

Phone Number/Fax Number:

Applicant's Final Position Held:

Start Date of Employment with the Company:

End Date of Employment with the Company:

Rate of Pay of Last Position Held:

Is this person Eligible for Rehire? Yes or No or Unable to Provide this information

Responsibilities of Last Position Held:

Please indicate any other information obtained below

1st Attempt Date and Status:

2nd Attempt Date and Status:

Personal Reference Section

Today's Date:

Person Called:

Phone Number:

How do you know the applicant?

How long have you known the applicant?

Have you ever worked with the applicant on anything or anywhere? What can you tell me about that experience?

What can you tell me about the applicant's respect towards others?

What can you tell me about the applicant's honesty?

What can you tell me about the applicant's trust worthiness?

What can you tell me about the applicant's cooperation skills?

How does this person respond to constructive feedback?

Please indicate any other information obtained below

1st Attempt Date and Status:

2nd Attempt Date and Status:

Hiring Staff Signature - Sign off after all references are checked

Signed by:

Date Signed: