

Reference Details:

Reference Name: _____

Telephone Number: _____ Email Address: _____

Mailing Address: _____

Preferred method of communication: _____

Acknowledgement:

I acknowledge that the information provided here is accurate and true to the best of my knowledge.

Questionnaire:

1. How do you know the applicant?

2. How long have you known the applicant? _____

3. How suitable do you feel the applicant would be for the role described in the first paragraph?

Extremely well suited

Somewhat well suited

Not Sure

Somewhat poorly suited

Unsuitable

Please check the most appropriate box regarding your knowledge of the applicant's abilities.

	Excellent	Above Average	Average	Poor	Don't Know

Please list any additional comments about the applicant's character and/or suitability for this role that you'd like to share?

Thank you for your time. Please return this completed questionnaire per the instructions in the second paragraph no later than

For office use only:

Verified by: _____ Date: _____

Verification method: _____

Verification results/comments:

Signature: _____

By my signature above, I attest that I personally verified this character reference in the manner described and the results/comments accurately reflect feedback I received from the person providing the reference.