



Personal Reference Verification Check Applicant Information & Order Criteria

APPLICANT INFORMATION FOR ALL BACKGROUND CHECKS

- 1. First Name
- 2. Middle Name (optional)
- 3. Last Name
- 4. Social Security Number
- 5. Date of Birth

CRITERIA FOR PERSONAL REFERENCE VERIFICATION CHECK

- 1. Reference Name
- 2. Reference Phone Number
- 3. Reference State

OPTIONAL

- 1. Applicant Phone Number

PERSONAL REFERENCE VERIFICATION CHECK QUESTIONS

- 1. How long have you know the applicant?
- 2. What is your relationship to the applicant?
- 3. Have you ever worked with the applicant?
- 4. If you have worked with the applicant, what was the applicant's job and the nature of his/her duties?
- 5. In terms of employment, what would you say are his/her greatest strengths?
- 6. In your opinion, is the applicant a punctual employee?
- 7. In your opinion, is the applicant a reliable employee?
- 8. Would you hire this person? If so, why? If not, why not?
- 9. In your opinion, does the applicant have good communication skills?
- 10. In your opinion, does the applicant have good technical skills? If so, please explain.