



# Professional 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 PROFESSIONAL REFERENCE VERIFICATION CHECK

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

### OPTIONAL

1. Applicant Phone Number

## PROFESSIONAL REFERENCE VERIFICATION CHECK QUESTIONS

1. How long have you know him/her?
2. What was the applicant's job and the nature of his/her duties?
3. When he/she begins a task, would you say that he/she carries it through to completion?
4. What would you say is his/her greatest strength?
5. What could he/she do to improve their job performance?
6. How did he/she show initiative or leadership in his/her job?
7. Is he/she dependable?
8. How did he/she get along with his/her Associates?
9. In your opinion, has he/she ever shown a propensity for violence or dishonesty in the workforce?
10. In your opinion, if you were responsible for the hiring process, would you consider him/her eligible for rehire?