



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?