



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.