

VICE PRESIDENT'S PHONE REFERENCE FORM

Applicant's Name: _____

Position: _____

Reference: _____

Date: _____

How received: Telephone Other
Personal Contact _____

Please provide appropriate comments regarding the applicant in the areas below.

- 1. How long have you known this person? _____ Years _____ Months
- 2. Have you ever employed or supervised the work of this person? Yes No

If the answer is yes, please answer the following:

- a. Capacity employed or supervised _____
- b. Were services satisfactory? Yes No
- c. Reason for termination? _____
- d. Would you re-employ? Yes No

Work Evaluation: Superior Above Average
Average Below Average Poor

- 3. Would you recommend this person for employment? Yes No

PERSONAL CHARACTERISTICS

- 1. Does this person accept responsibility and get along well with others? Yes No

Please elaborate: _____

- 2. How would you evaluate this person's character? Outstanding Strong Weak

- 3. Please give any other comments you feel are helpful in evaluating this person's application for employment. (Use reverse side if necessary.)

Vice President