|  |
| --- |
| Applicant Information |
| Applicant Name: |  |  |  | Date: |  |
|  | Last | First | M.I. |

|  |  |
| --- | --- |
| Position Applied for: |  |
| Recruiter Name: |  |

|  |
| --- |
| Contact Information |
| Name of contact: |
| Title: |  | Phone: |  |
| Company: |  |
| *Address:* |  |  |
|  | Street Address | Suite # |
|  |  |  |  |
|  | City | State | ZIP Code |

|  |
| --- |
| Reference Comments |
| Was the applicant an employee of your company? | YES [ ]  | NO [ ]  |
| When? Start Date End Date |
| What was the applicant’s position on the last day of employment? |
| Please describe (*insert Candidate Name here)* job responsibilities? |
| What are (Insert Candidate Name here) strengths?  |
| Weaknesses? |
| How would you characterize the applicant’s problem-solving skills? |
| How would you characterize the applicant’s technical skills? |
| Did the applicant work on multiple projects at once? If so, how did he/she handle it? |
| Please describe a time when the applicant had a conflict with a co-worker. How did he/she handle it? |
| How would you evaluate their dependability and adaptability? |
| What was the applicant’s reason for leaving your employ? |
| Would you rehire this applicant? | YES [ ]  | NO [ ]  |
| Is there anything else you would like to add? |
|  |
| *Thank you for your time and assistance.* |