

Administrative Office of the Courts Employment Verification

Telephone Reference Check (minimum of 3 for selected candidate.)

Applicant's Name:

Past Employer

Current Employer

Reference Name:

Reference's Title:

Reference's Employer:

Reference's Relationship to Applicant:

How long have you known Applicant?

Applicant's Employment Start Date:

End Date:

Applicant's Title & Duties:

Overall Performance:

How has applicant been rated on performance evaluations?

Strong Points:

Weak Points:

Reason for Leaving:

This job requires regular interaction with judges and other court personnel. Do you believe this applicant can perform successful in this type of work environment and represent the Judiciary in a professional manner?

How would describe this applicants work ethic in terms of: Follow through?

Dependability including Attendance & Punctuality?

Loyalty to the Organization?

How would describe this applicants in terms of: Attention to Detail?

Ability to perform work independently?

Being a team player, ability to work with others?

Would reference recommend candidate for the position?

Yes

No

If not, why?

Additional job related questions/Is there anything I haven't asked you that you want to share about the applicant?

Reference Done By:

Date: