



XO Limited

# Reference Checking Form For All Applicants

Applicant Name: \_\_\_\_\_

Position: \_\_\_\_\_

## Personal references checked:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Date contacted: \_\_\_\_\_ Method of contact: \_\_\_\_\_

Notes: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Date contacted: \_\_\_\_\_ Method of contact: \_\_\_\_\_

Notes: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Date contacted: \_\_\_\_\_ Method of contact: \_\_\_\_\_

Notes: \_\_\_\_\_

## Employment references checked:

Name: \_\_\_\_\_ Employer: \_\_\_\_\_

Relationship: \_\_\_\_\_ Dates of employment: \_\_\_\_\_ Pay: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Date contacted: \_\_\_\_\_ Method of contact: \_\_\_\_\_

Would you rehire? \_\_\_\_\_ Reason for termination: \_\_\_\_\_

Notes: \_\_\_\_\_

Name: \_\_\_\_\_ Employer: \_\_\_\_\_

Relationship: \_\_\_\_\_ Dates of employment: \_\_\_\_\_ Pay: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Date contacted: \_\_\_\_\_ Method of contact: \_\_\_\_\_

Would you rehire? \_\_\_\_\_ Reason for termination: \_\_\_\_\_

Notes: \_\_\_\_\_

Name: \_\_\_\_\_ Employer: \_\_\_\_\_

Relationship: \_\_\_\_\_ Dates of employment: \_\_\_\_\_ Pay: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Date contacted: \_\_\_\_\_ Method of contact: \_\_\_\_\_

Would you rehire? \_\_\_\_\_ Reason for termination: \_\_\_\_\_

Notes: \_\_\_\_\_

## Records checked:

☐ School records (date requested: \_\_\_\_\_) Notes: \_\_\_\_\_

☐ Criminal records (date requested: \_\_\_\_\_) Notes: \_\_\_\_\_

☐ Driving records (date requested: \_\_\_\_\_) Notes: \_\_\_\_\_

☐ Credit records (date requested: \_\_\_\_\_) Notes: \_\_\_\_\_