# Rolling V/Gershowitz

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| Telephone Reference Check Form | | | | | | | | | | | | | | | | | | | | | | | | | |
| Applicant Information | | | | | | | | | | | | | | | | | | | | | | | | | |
| Applicant Name: | | | |  | | | | | | |  | | | | | | | | | | |  | Date: | |  |
|  | | | | | Last | | | | | | First | | | | | | | | | | | M.I. | | | |
| Position Applied for: | | | | | | |  | | | | | | | | | | | | | | | | | | |
| Recruiter Name: | | | |  | | | | | | | | | | | | | | | | | | | | | |
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| 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? | | | | | | | | | | | | | | |  | | | | | | | | | | |
| What were the applicant’s job responsibilities? | | | | | | | | | | | | | | | | | | | | | | | | | |
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| What are the applicant’s strengths? | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Weaknesses? | | | | | | | | | | | | | | | | | | | | | | | | | |
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| How would you characterize the applicant’s problem-solving skills? | | | | | | | | | | | | | | | | | | | | | | | | | |
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| How would you characterize the applicant’s technical skills? | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Did the applicant work on multiple projects at once? If so, how did he/she handle it? | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Please describe a time when the applicant had a conflict with a co-worker. How did he/she handle it? | | | | | | | | | | | | | | | | | | | | | | | | | |
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| What was the applicant’s reason for leaving your employ? | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Would you rehire this applicant? | | | | | | | | | YES | | | | NO | | | |  | | | | | | | | |
| Is there anything else you would like to add? | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Thank you for your time and assistance. | | | | | | | | | | | | | | | | | | | | | | | | | |
| Staff Person Making Call: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date of Call: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | | | | |