

**AMERICAN ARABIC BENOVELENT ASSOCIATION
PO BOX 320037
WEST ROXBURY, MA 02132**

Reference/Degree Check

Applicants Name: _____ Position: _____

Firm Contacted: _____ Phone: _____

Person Contacted: _____ Position: _____

Confirm Dates of Employment: Started: _____ Left: _____

1. How long have you known the applicant? _____ In what capacity? _____

2. What was his/her Job Title? _____ Give brief description of duties:

3. How would you describe the applicant's overall job performance:

Outstanding _____ Satisfactory _____ Poor _____ Did Not Observe _____

4. What were the applicant's strong points? _____

5. What were the applicant's areas of Improvement? _____

6. Why did he/she leave your company? _____

7. (Briefly describe the position) Would you recommend her/him for our position? _____

8. Would you rehire? Yes ____ No ____, why not? _____

9. How did applicant interact with: Peers – _____
Managers - _____
Reporting Personnel - _____
Customers- _____
Others - _____

10. Could you comment on his/her:
Attendance - _____
Dependability - _____
Ability to take on responsibility - _____
Potential for advancement - _____
Degree of supervision needed - _____
Overall Attitude - _____

11. Is there anything else of significance we should know? [Use other side if needed]

Date Completed: ____ / ____ / ____ Signature: _____
Print Name: _____