



Job Title _____

Requisition Number _____

Personal/Business Reference Check

Reference's Name: _____ Date _____

Phone Number: _____

My name is _____ (Interviewer) with the City of Waco. (Applicant) _____ has applied for work with the City of Waco and given your name as a reference. May I have a few minutes of your time to ask a few questions? (If not available now, make a definite appointment at a later time.)

1. How do you know the applicant?

2. How long have you known the applicant? _____

3. What can you tell me about his/her work ethic? _____

4. Would you consider him/her to be dependable? _____ Please explain _____

5. Tell me about any work-related problems that you might be aware of?

6. Additional Comments:

(Use reverse side, if necessary.)