



**Miami-Dade County**  
**Reference Check Form**

This form is to be utilized for conducting reference checks for external candidates. A minimum of two positive references should be obtained prior to extending a job offer to any candidate.

**Applicant Name:**\_\_\_\_\_ **Position Applied for:**\_\_\_\_\_

Reference's Name:\_\_\_\_\_ Title:\_\_\_\_\_

Working Relationship (Supervisor, Colleague Other):\_\_\_\_\_

Company:\_\_\_\_\_ Phone Number:\_\_\_\_\_

Dates of Employment: From: \_\_\_\_\_ to \_\_\_\_\_

1. Position(s) held: \_\_\_\_\_

2. Job responsibilities:  
\_\_\_\_\_  
\_\_\_\_\_

3. Applicant's strengths:  
\_\_\_\_\_  
\_\_\_\_\_

On a scale of 1-5, with 1 being poor and 5 being excellent, how would you rate the applicant?

Attendance\_\_\_\_\_ Work Ethic\_\_\_\_\_ Dependability\_\_\_\_\_ Attitude\_\_\_\_\_

Would you recommend or re-hire this person? Yes or No

If No, Why? \_\_\_\_\_  
\_\_\_\_\_

Completed by:

\_\_\_\_\_  
Name Title Date

**Note:** To further evaluate internal applicants, review their electronic personnel file to include performance evaluations and/or discipline; leave usage; contact the DPR or current supervisor.

7/25/19