Arizona Conference of Seventh-Day Adventists

Reference Check

(Name) has applied for a position as (TITLE) at Arizona Conference of Seventh-day Adventists, and has given authorization with her application to this organization to contact you as a reference for her.

Please complete the form below and return it to the Human Resources Department. All information will be kept confidential.

Evaluation

1. How long have you known the applicant? _____
2. How do you know the applicant? (employer, colleague, friend, etc) _____

If you are an employer/colleague:

3. Reason for leaving employment (if applicable)? _____
4. Would you rehire?____ If no, please state reason _____
5. In general do you consider this employee: Very Good ___ Fair ___ Poor ___

Please check one box for each of the following characteristics:

Characteristics	Superior	Good	Average	Below Average	Inadequate
Initiative					
Appearance					
Courtesy & Tact					
Efficiency					
Emotional Stability					
Quality of Work					
Job skills					
Follows Instructions					
Understands “why” of job					
Quality of Judgment					

Characteristics	Superior	Good	Average	Below Average	Inadequate
Dependability					
Cooperation					
Attitude					
Loyalty					

Areas of weakness:

_____

_____

Why do you think the applicant would be a good employee?

_____

_____

_____

Signature: _____ Title: _____ Date: _____

Please return to Arizona Conference Human Resources:
e-mail: cbrown@azconference.org
fax: 480-991-4833