**Previous Employer Reference Check Form**

**Purpose:** To verify the candidate’s previous employment details, job performance, and professional conduct.

1. **Candidate Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Candidate Name | John Smith | Job Title Applied For | Marketing Manager |
| Department | Marketing | Contact Number | +1 555-123-4567 |
| Email | john.smith @email.com | Dates of Employment (From – To) | 01-Jan-2018 to 31-Dec-2022 |
| Previous Employer Name | ABC Marketing Pvt Ltd | Previous Employer Address | 123 Main Street, City, State |
| Reference Contact Person | Jane Doe | Reference Contact Number / Email | +1 555-987-6543 / jane.doe@abc.com |

1. **Employment Verification**

|  |  |  |
| --- | --- | --- |
| **Question** | **Response** | **Notes / Comments** |
| Was the candidate employed at your organization? | Yes / No |  |
| Job Title Held |  |  |
| Employment Dates Verified |  |  |
| Reason for Leaving |  |  |
| Is the candidate eligible for rehire? | Yes / No / Unknown |  |

1. **Job Performance Evaluation**

|  |  |  |
| --- | --- | --- |
| **Parameter** | **Rating (1-5)** | **Comments** |
| Quality of Work |  |  |
| Productivity / Efficiency |  |  |
| Punctuality & Attendance |  |  |
| Teamwork & Collaboration |  |  |
| Communication Skills |  |  |
| Problem-Solving Ability |  |  |
| Leadership / Supervision (if applicable) |  |  |

*(Rating: 1 = Poor, 5 = Excellent)*

1. **Professional Conduct & Behavior**

|  |  |  |
| --- | --- | --- |
| **Question** | **Response** | **Notes** |
| Was the employee trustworthy and reliable? | Yes / No |  |
| Did the employee comply with company policies? | Yes / No |  |
| Any disciplinary actions or warnings? | Yes / No | If yes, describe |
| Any notable achievements or contributions? |  |  |

**E. Additional Comments**

*(Open section for any remarks the reference may have about the candidate’s overall performance or suitability.)*

1. **Verification Completed By**

|  |  |  |  |
| --- | --- | --- | --- |
| HR Representative Name |  | Designation |  |
| Signature |  | Date |  |

**Instructions / Notes for HR:**

1. Contact the previous employer via email or phone to verify details.
2. Maintain confidentiality of the reference information.
3. Use standardized ratings and comments to ensure consistency across candidates.
4. Attach any supporting documents, if provided by the previous employer.