



**THE SALVATION ARMY – NORTHWEST DIVISION**  
**Pre-Employment**  
**Reference Check Form**  
Business Reference



Prospective Employee Name: \_\_\_\_\_ Reference completed by: \_\_\_\_\_

Date of Reference: \_\_\_\_\_ Telephone Number called: \_\_\_\_\_

Name and Title of Person or Company contacted: \_\_\_\_\_

1. Is this person currently employed by your agency?  Yes No
2. Approximately how long was this person employed by your company? \_\_\_\_\_
3. What were this person's job responsibilities? \_\_\_\_\_

4. How would you rate this person's work?  
 Above Satisfactory  Satisfactory  Below Satisfactory

5. Is this person eligible for re-hire? Yes  No

6. How would you rate the applicant's ability to learn new information and skills?  
 Above Satisfactory  Satisfactory  Below Satisfactory

7. Can you give me an example of when the applicant was able to learn something new and use it in his/her work? \_\_\_\_\_

8. What specific technical skills did the person use on the job? \_\_\_\_\_

9. How does this person work with diverse populations? \_\_\_\_\_

10. How would you rate the applicant's ability to work with and relate to other adults?  
 Above Satisfactory  Satisfactory  Below Satisfactory

11. How does this person handle conflict in the workplace? \_\_\_\_\_

12. Would you describe this person as a team player?  Yes  No

13. We are looking for someone who will adhere to the standard policies of our organization. How would you rate the applicant's ability to follow policies and procedures?  
 Above Satisfactory  Satisfactory  Below Satisfactory

Please rank the following from 1-5 (1=poor, 5=excellent)

Listening Skills		Team Orientation		Organizational Skills
Leadership Abilities		Work Ethic		Oral Communication Skills
Project Management Skills		Dependability		Written Communication Skills
Technical Proficiency		Attendance		Manageability
Crisis Management		Image		