

The University of Texas at Tyler  
Reference Check Form

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name of person talked to: \_\_\_\_\_

His/Her position: \_\_\_\_\_

Company Name and Address: \_\_\_\_\_

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

My name is: \_\_\_\_\_ with UT Tyler

I am calling about \_\_\_\_\_;  
(Applicant's Name)

Are you acquainted with him/her?  Yes  No

He/She states employment with your organization from: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Are those dates correct?  Yes  No

What was the nature of his/her work? \_\_\_\_\_

Is there anything that UT Tyler should know about this person that would be of benefit to him/her or us?

\_\_\_\_\_

Why did he/she leave your organization? \_\_\_\_\_

Would you be willing to rehire this person? \_\_\_\_\_

Did they get along with their associates? \_\_\_\_\_

What about their morals and honesty? \_\_\_\_\_

Do you have any general comments about this person? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Signed:** \_\_\_\_\_