



Human Resources
Pinellas County Government
400 S. Ft. Harrison Avenue
Clearwater, FL 33756

Employment Reference Check Form

Applicant Information

Applicant Name: _____

Position Applied For: _____

Reference Contact Information

Reference Name: _____

Company Name: _____

Title: _____

Phone: _____ Email: _____

Contact Attempts (Indicate Call, Email or Both)

Date/Time: _____ Date/Time: _____ Date/Time: _____

Reference Comments

Please describe your working relationship with the candidate? If none, in what capacity did you observe the candidate's work?

How would you describe the attitude and outlook the candidate brought to the workplace?

Describe the candidate's productivity, commitment to quality and customer orientation.

What are the candidate's most significant strengths?

What are the candidate's most significant weaknesses or areas of opportunity?

Reason for leaving:

Would you rehire or work with this individual again? Yes No

Are there additional comments you'd like to make?
