

Personal Reference Request Form

To be completed by the referee. This form is intended for print; please write clearly using block letters.

Candidate Information

Candidate Name:

Position Applied For:

Date of Request:

Referee Information

Referee Name:

Relationship to Candidate:

How many years have you known the candidate?

Contact Phone Number:

Email Address:

Reference Questions

1. Please describe the candidate's character, integrity, and general dependability.

2. What do you consider to be the candidate's greatest strengths?

3. How does the candidate handle stressful situations or interpersonal conflicts?

4. Would you recommend this candidate for a position of trust and responsibility?

5. Please provide any additional comments you feel are relevant to this personal reference.

Signature and Verification

By signing below, you confirm that the information provided is accurate to the best of your knowledge.

Referee Signature:

Date: