



MANITOBA TRUCKING ASSOCIATION

25 Bunting Street Winnipeg, Manitoba R2X 2P 5

Employment Verification & Reference Check Template

Applicant Name: _____

Reference Name & Title: _____

Contact Info: _____

Hello REFERENCE NAME, My name is NAME and I'm calling from COMPANY NAME.

APPLICANT NAME, has submitted your information as a professional/personal references. Is now a good time?

All answers will remain confidential.

Employment verification:

How do you know the applicant?

What was your employment relationship?

What were the dates of their employment?

What was the applicants title and their responsibilities?

What was their reason for leaving?

(continued)



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Reference request:

What would you say about their overall performance?

How would you describe the quality of their work?

Please describe the applicant's ability to communicate.

Did the applicant respond well to constructive feedback? Can you give me an example?

Was the applicant reliable, attending work regularly, meeting deadlines, etc.?

Did they meet your company's code of conduct? Were they honest, trustworthy, responsible?

If the opportunity was present, would you rehire this individual? Why or why not?

Is there anything you would like to add that I have not asked?

Thank you for taking the time today to answer my questions.



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