



## Medina County Board of Commissioners Reference Check Form

Use this form to verify facts and obtain additional information PRIOR TO MAKING A JOB OFFER.

DO NOT conduct a reference check without having completed an application and "Disclosure & Consent for Employment References" form in your possession.

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Applicant Name: \_\_\_\_\_ Date of Reference Check: \_\_\_\_\_

Person Checking Reference: \_\_\_\_\_

Reference's Name: \_\_\_\_\_ Reference's Organization: \_\_\_\_\_

Position being considered for: \_\_\_\_\_

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1. This candidate gave your name as a former employer and stated that dates of employment were  
**from:** \_\_\_\_\_ **to:** \_\_\_\_\_ Please verify: **Y**  **N**

2. Were you the candidate's immediate supervisor? **Y**  **N**  If NO, please give your working relationship:

\_\_\_\_\_  
\_\_\_\_\_

3. Candidate states that he/she was employed as: \_\_\_\_\_  
Please verify: **Y**  **N**

4. What were the major duties performed?

\_\_\_\_\_  
\_\_\_\_\_

5. Was the candidate's work performance satisfactory? **Y**  **N**  If NO, Please explain

\_\_\_\_\_  
\_\_\_\_\_

6. Did the candidate's absentee record affect his/her performance or the productivity of the unit? **Y**  **N**  If YES, please explain

\_\_\_\_\_  
\_\_\_\_\_

7. Has the employee ever received any disciplinary action? **Y**  **N**  If YES, what was the nature of the offense and what action was taken?

\_\_\_\_\_  
\_\_\_\_\_

8. Why did this person leave your organization?

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9. Are you aware of any information that might affect this individual's suitability for employment in a position where he or she would come into direct contact with children, the elderly; or in a position that might involve work with confidential records or funds? **Y**  **N**  If YES, please explain

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10. Are there any other comments you wish to make about the individual's work performance that would affect his/her ability to perform in this position?

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**Recommended to hire: Y**  **N**

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Hiring Department's Signature

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Date

Return this form to Human Resources. Absent the requisite number of reference checks the candidate will not be placed on resolution.