Employment Verification

Telephone Reference Check

(Minimum of 3 employment references required for selected candidate.) *Professional reference must be a supervisor or manager who can vouch for the employees work performance. Additional work references may be used in liu of a supervisor if the employee has less than three workplaces or is unable to contact a supervisor from a specific workplace. Two co-workers may equal one professional reference. Please call AOC HRD with questions or should you need assistance.

Applicant's Name:

Past Employer ☐ Current Employer ☐

Reference Name: Reference's Title:

Reference's Relationship to Applicant & Employer:

Applicant's Employment Start Date: End Date:

Applicant's Title & Duties:

Overall Performance:

Strong Points:

Weak Points:

Reason for Leaving:

This job requires regular interaction with judges and other court personnel. Do you believe this applicant can perform successfully in this type of work environment and represent the Judiciary in a professional manner?

How would you describe this applicant's work ethic in terms of: Follow through?

Dependability?

Loyalty to the Organization?

How would you describe this applicant in terms of:

Attention to Detail?

Ability to perform work independently?

Being a team player, ability to work with others?

Attendance & Punctuality?

Would reference recommend candidate for the position? Yes ☐ No ☐

If not, why?

Additional job related questions:

Reference Done By: Date:

Hiring Supervisor must complete yellow highlighted sections

Additional sheets may be attached if necessary.

Attachments: Candidate application/resume, transcripts, licensure (*if applicable*).

cc: AOC Human Resources Hiring File ONLY