

**Western Carolina University  
Reference Check**

*[Under General Statute 126, pre-employment references solicited by the University are confidential and may not be released to the applicant, employee or public.]*

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

Employer \_\_\_\_\_

Employment Dates: From \_\_\_\_\_ To \_\_\_\_\_

1. Last Position's Title: \_\_\_\_\_

2. Major Duties: \_\_\_\_\_

\_\_\_\_\_

Special Skills: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Usually come to work on time? yes/no

4. Absent more than 10 days (except vacation) in the last year? yes/no

Explain: \_\_\_\_\_

5. Receive an oral or written warning for performance or conduct in last year? yes/no

(If yes, explain in Item 11)

6. Commit any serious misconduct while on the job? yes/no

7. Meet/Exceed (circle one) requirements as to the quantity of work.

8. Meet/Exceed (circle one) requirements as to quality of work.

9. Require close supervision? yes/no

10. Cooperate with fellow employees and supervisors? yes/no

11. Explanation(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Hiring Official: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_

*\*Use of this form by departments is **mandatory**. When checking by mail, attach a copy of the application signature showing the applicant's authorization to release the information to the University.*

**An Equal Opportunity/Affirmative Action Employer**