

# Seminole Community College REFERENCE CHECKS FORM

<b>Applicant's Name:</b> _____
<b>SCC Position Title:</b> _____
<b>Your Name: (please print)</b> _____
<b>Your Position Title:</b> _____
<b>Your Signature:</b> _____
<b>Person Contacted:</b> _____ Company: _____ Date reference obtained: _____ * Relationship to applicant: _____ Brief Summary of Information from Reference: _____ _____ _____
<b>Person Contacted:</b> _____ Company: _____ Date reference obtained: _____ * Relationship to applicant: _____ Brief Summary of Information from Reference: _____ _____ _____
<b>Person Contacted:</b> _____ Company: _____ Date reference obtained: _____ * Relationship to applicant: _____ Brief Summary of Information from Reference: _____ _____ _____
<b>Will applicant be recommended for hire?</b> _____ <b>yes</b> _____ <b>no</b>

\* Please contact previous direct reports (supervisors) listed on the SCC Application for Employment. **Do not** use friends, relatives, colleagues, or letters of references as reference checks. Attach this document to the Recommendation to Hire form and submit to HR along with the candidate's application file.