

Professional References

Candidate Name: _____

Instructions:

- Please include at least three professional references (*at least **one** of which **must** be a former supervisor*) who can speak to your past performance and impact.
- We typically contact references within 24 hours from your interview.
- Providing high quality contact information and preparing your references for our contact will expedite the process.
- **Successful completion of the reference check is a condition of employment.**

Use the Notes section to provide any additional information we should know such as best times to call or a more detailed explanation of your professional relationship. This section should also be used to provide an explanation if the reference's company and/or job title has changed since you worked together.

Name:	Current Job Title:
Email Address:	Current Company:
Phone Number:	City/State:
Professional Relationship: <input type="checkbox"/> Manager/Supervisor <input type="checkbox"/> Colleague <input type="checkbox"/> Coworker <input type="checkbox"/> Other, please describe:	
Notes:	

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