



THE CATHOLIC DIOCESE OF ROCKVILLE CENTRE

Office of Human Resources

P.O. Box 9023, Rockville Centre, N.Y. 11571-9023
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Telephone Reference Check

Potential Employee Name: _____

Employer: _____

Address: _____

Telephone No: _____

Person Spoken To: _____

Former Supervisor HR Other (explain): _____

Dates of Employment: From: _____ To: _____

Position Held: _____

Core Job Responsibilities:

Dependability in Meeting Deadlines:

Reason for Leaving: _____

Eligible for Rehire? (If not, please explain): _____

Additional Comments:

Reference Check Done By: _____ Date: _____