

**THIS IS ONLY A SAMPLE PERSONAL REFERENCE CHECK VERIFICATION**



**CriminalBackgroundRecords.com**  
An Information Enterprises<sup>SM</sup> Solution

**APPLICANT INFORMATION**

**Name:** John Doe  
**Order Date:** 02/21/2010

**Order Number:** 687437  
**Member:** 88650

**PERSONAL REFERENCE CHECK VERIFICATION ORDER CRITERIA**

**Reference Name:** Joe Smith  
**Reference Provider State:** VA

**Reference Phone Number:** (703) 523-xxxx  
**Applicant Phone Number:** (703) xxx-xxxx

**CALL HISTORY**

Result: COMPLETE: Reference

The reference contact has answered some or all reference questions.

Call History: (all times are Pacific):

2/21/2006 3:12:32 PM CB: IN PROGRESS; CB: Order Received. Validating Contact Information.  
2/22/2006 10:44:45 AM MK: IN PROGRESS; MK: [703-523-xxxx]; called 703-523-xxxx number goes straight to contact, l/m in v/m with app's info to call back for personal reference 1st attempt.  
2/23/2006 12:12:37 PM MK: IN PROGRESS; MK: [703-523-xxxx] called 703-523-xxxx l/m in v/m with app's info requested call back for personal reference; 2nd attempt.  
2/24/2006 10:50:07 AM MK: Complete; MK: [703-523-xxxx] called 703-523-xxxx

**REFERENCES:**

How long have you known the applicant? 12 yrs

What is your relationship to the applicant? Friend

Have you ever worked with the applicant? Yes

If you have worked with the applicant, what was the applicant's job and the nature of his/her duties? Customer Service Manager, handled all aspects of customer service

In terms of employment, what would you say are his/her greatest strengths? Works well with others

In your opinion, is the applicant a punctual employee? Yes

In your opinion, is the applicant a reliable employee? Yes

Would you hire this person? If so, why? If not, why not? Yes, very responsible and focused

In your opinion, does the applicant have good communication skills? Yes

In your opinion, does the applicant have good technical skills? If so please explain? Yes, Microsoft Office certified, Adobe certified

In addition to [criminal background checks](#) we offer the following verification checks:

[EMPLOYMENT VERIFICATION CHECK](#)

[EDUCATION VERIFICATION CHECK](#)

[PROFESSIONAL REFERENCE CHECK VERIFICATION](#)

[PERSONAL REFERENCE CHECK VERIFICATION](#)

[CREDENTIALS VERIFICATION CHECK](#)