



Phone Call Reference Check Intro:

Thank you for taking the time to speak with me. I am the (job title) for Fleet Feet.

(Applicant's name) has applied for a position with our company and has listed you as a reference.

(Applicant's name) has authorized us to speak with their references and to verify the information that they have provided to us.

May I ask you a few questions?

The position that (applicant's name) has applied for is (job title).

The duties are as follows: (describe job duties).

Based on your experience with (applicant's name) do you feel that they could perform the duties of the position.

Reference Check Email:

Dear (referee),

My name is (**full name**). I am the (**job title**) for Fleet Feet.

(**Applicant's name**) has applied for a position with our company and has listed you as a reference.

(**Applicant's name**) has authorized us to contact their references and to verify the information that they have provided to us.

The position that (**applicant's name**) has applied for is (**job title**).

The duties are as follows: (**briefly describe job duties**).

I have attached the reference check form to complete or I am happy to schedule a time this week to discuss via phone if you prefer.

I would kindly request if this could be provided by (**Date**).

Thank you,

Signature

