



**Volunteer State Community College**  
 Office of Human Resources • 1480 Nashville Pike • Gallatin, TN 37066  
 Phone: (615) 230-3592 • Fax: (615) 230-3314

**CONFIDENTIAL**  
Reference Check

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State & Zip

\_\_\_\_\_ has applied for \_\_\_\_\_  
Applicant's Name  
 position with Volunteer State Community College.

Please verify the following information regarding employment with your facility. Your prompt attention would be greatly appreciated.

Employment Dates \_\_\_\_\_ to \_\_\_\_\_ Position Held: \_\_\_\_\_

Eligible for rehire: Yes  No  Reason for Leaving: \_\_\_\_\_

Please rate the following:	Superior	Good	Acceptable	Unacceptable
Quantity of Work				
Quality of Work				
Attendance & Punctuality				
Cooperation				
Customer Service Skills				
Judgment				

Strengths: \_\_\_\_\_

Weaknesses: \_\_\_\_\_

Comments: \_\_\_\_\_

Name/Title of VSCC Employee Requesting Reference \_\_\_\_\_ Date \_\_\_\_\_

Name/Title of Person Providing Reference \_\_\_\_\_ Date \_\_\_\_\_

Volunteer State Community College, a Tennessee Board of Regents institution, is an equal opportunity institution and ensures equal opportunity for all persons without regard to race, color, religion, sex, national origin, disability status, age, sexual orientation or status as a qualified veteran with a disability or veteran of the Vietnam era.