Job References

Employers will request references of an applicant usually just prior to making an employment offer. They usually request two business, work, or educational references and one personal reference. **Before providing an employer a list of references, speak with each one to ensure that they agree to give you a good reference.** This also allows you to give them details about the position so that they can better prepare for the call.

Please use this form to list your references.

**Sample List**
Your Name
Address
City, State, Zip Code
Telephone
E-mail

Position Applying For:

Name of Reference
Job Title
Employer
Telephone
Email

Name of Reference
Job Title
Employer
Telephone
Email

Name of Reference
Job Title
Employer
Telephone
Email