

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

