

### CONFIDENTIAL REFERENCE CHECK

Applicant: \_\_\_\_\_ Position: \_\_\_\_\_ Date: \_\_\_\_\_

<input type="checkbox"/> <b>Professional Reference</b> <i>(Complete Section A)</i>	<input type="checkbox"/> <b>Personal Reference</b> <i>(Complete Section B)</i>
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PERSON CONTACTED: \_\_\_\_\_ Telephone: \_\_\_\_\_

METHOD OF CONTACT:  Telephone  Letter  Other: (specify) \_\_\_\_\_

\_\_\_\_\_  
Address City: State: Zip Code:

Position Held by Applicant: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

#### SECTION A – PROFESSIONAL REFERENCE

1. Did you evaluate the applicant's performance?  Yes  No  
If "Yes", describe his/her strengths (*i.e., quality of work performance*) and weaknesses (*i.e., needing improvement*)?  
Strengths:  
Weaknesses:
2. Did he/she get along well with management and co-workers?  Yes  No  
If "No", please explain.
3. Did he/she supervise other employees?  Yes  No  
If "Yes", how effective was he/she as a supervisor?
6. FOR TEACHERS: Describe his/her classroom management style.
7. Any concern with abuse of leave policies or concerns about being late to work?  Yes  No  
If "Yes", please explain.
8. Describe his/her ability to establish communication and rapport with students, parents, colleagues and supervisors.  
Students:  
Parents:  
Colleagues/Peers:  
Supervisors/Administration:
9. Describe this person's experience working as a member of a team or committee.
10. Was any adverse action ever taken on him/her regarding job performance?  Yes  No  
If "Yes", describe.
11. Have you observed him/her conduct as inappropriate and or illegal behavior i.e., abusive language, dishonesty, insubordination, failure to follow directions, substance abuse, etc.?  Yes  No  
If "Yes", describe.

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12. Describe the biggest accomplishment he/she had while working for you.

13. Is he/she eligible for rehire with your organization?  Yes  No  
If "No", please explain.

14. Can you identify anyone else who could provide relevant information regarding the applicant's fitness for employment?  Yes  No

\_\_\_\_\_ Name \_\_\_\_\_ Contact Information

15. Do you have any reservations about this individual or know other relevant information that we may need to know before considering him/her for employment?  Yes  No  
If "Yes", please elaborate.

### SECTION B – PERSONAL REFERENCE

1. How long have you known the applicant?

2. What is the nature of your relationship?

3. The position we are hiring for is [*describe the job*], describe how good a fit you think he/she would be for the position?

4. Describe how he/she handles conflict, pressure and stress.

5. Do you know of any reasons that could prevent the applicant from fulfilling the functions of the position?  Yes  No  
If "Yes", please explain.

6. Do you have any reservations about this individual or know other relevant information that we may need to know before considering him/her for employment?  Yes  No  
If "Yes", please elaborate.

**\*\* PRINT PAGE, SIGN & DATE DOCUMENT\*\***

**\*\* ATTACH REFERENCE CHECK TO EMPLOYMENT RECOMMENDATION \*\***

Background check on: \_\_\_\_\_ Completed by: \_\_\_\_\_  
*Applicant Name Job Title Date Completed*

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