



EMPLOYMENT REFERENCE CHECK FORM PROFESSIONAL PERSONNEL

Applicant _____

Reference Name _____

Position _____

Position _____

Campus _____

District/firm _____

Phone _____

AREAS OF INQUIRY

1. Dates of employment _____ How long have you known applicant? _____
2. What was your relationship to applicant? _____
3. Applicant's job title/ responsibilities _____

4. Attendance _____
5. Classroom management _____
6. Rapport with students _____
7. Relationship with coworkers and supervisors _____
8. Maturity of judgment _____
9. Parent and community acceptance _____
10. Greatest strength _____
11. Greatest limitation _____
12. How would you rate applicant's job performance on a scale of 1-10 (10 being the highest)?

13. Would you rehire this person? _____
14. Describe position for which applicant has applied. *Then ask the following:* would this applicant be suited to a position of this nature? _____

ADDITIONAL COMMENTS:

Reference checked by _____

Date _____