

TELEPHONE REFERENCE FORM

APPLICANT'S NAME _____

Person Contacted

Position

Phone Number

**Some of the following questions may or may not be appropriate to ask. It may depend upon the applicant and his/her background and/or experience.*

1. Any possible concerns about information in applications which may signal concern or trouble. (Unanswered questions, red flags, etc.) _____
2. Did the person have good work habits? On-time, dependable, absence record, etc _____
3. Did you have an opportunity to observe the person in his/her classroom teaching (or while engaged in primary job responsibility)? If so, how would you describe the quality of the performance? If not, from what you know would you hire this person? Why? Why not? _____
4. Relationships with other staff members? Parents? Any occasion the person to interact with parents? Or other staff, (i.e., Committees, Extra Activities, Responsibilities. Duties, Teaming) _____
5. What is this person's greatest strength? Weakness? _____
6. Do they know why applicant is seeking employment with Iredell- Statesville Schools? (Especially if out of state). _____
7. If person left during a school year. Always ask why they left and under what circumstances. _____
8. Would you rehire this person? _____
9. Anything else that the person may wish to add about the applicant. _____
10. Other Questions. _____

Signature

Date