

## POCATELLO/CHUBBUCK SCHOOL DISTRICT

### CONFIDENTIAL REFERENCE CHECK FORM

Name of Applicant \_\_\_\_\_ Position Sought \_\_\_\_\_

Name of Reference Contacted \_\_\_\_\_ /Title \_\_\_\_\_ Phone \_\_\_\_\_

Organization \_\_\_\_\_ Date/Time Contacted \_\_\_\_\_

Relationship with Candidate \_\_\_\_\_ Administrator Conducting Reference Check \_\_\_\_\_

**USE THE REVERSE SIDE OF THIS FORM FOR ADDITIONAL COMMENTS PREFACED WITH THE QUESTION NUMBER.**

1. Do you know of any reason why this individual should not be employed in a capacity in which he/she works with, or is in contact with children?  Yes (If yes, please explain on back)  No

2. In regard to this candidate, do you have any knowledge of prior sexual misconduct?  Yes  No

3. If you have children, would you want the applicant to teach or work with your child?  Yes  No

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

Response:  Unsatisfactory  Good  Very Good  Excellent

4. When working with others, does he/she perform as a team member and show a caring for other members of the team?

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

Response:  Unacceptable  Acceptable  Exemplary

5. What would you say are the applicants strengths? Comments: \_\_\_\_\_

Response:  Unacceptable  Acceptable  Exemplary

(Unsatisfactory = few strong points; Good = average strengths; Very Good = above average strengths, etc.)

6. How would you value his/her work? Comments: \_\_\_\_\_

Response:  Unsatisfactory  Good  Very Good  Excellent

7. Were there any problems that the applicant had while working for you?  Yes  No (If yes, please explain)

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

8. Why did the person leave (if that person left)?

Response:  Unsatisfactory = inappropriate reason  Satisfactory = appropriate reason

9. How would you compare this applicants performance to other employees you have supervised who worked in the same capacity as him/her?

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

Response:  Unacceptable  Marginal  Adequate  Above Expectations  Exemplary

10. If the applicant were to reapply for employment with you today, would you recommend rehire?  Yes  No

Comments: (Explain either response) \_\_\_\_\_

11. Can you think of anyone else who would be important for me to contact before making an employment decision regarding this applicant?

Name \_\_\_\_\_ Phone \_\_\_\_\_

Call contact for a further reference on a new Reference Check Form

Why have you suggested this individual? \_\_\_\_\_

12. Is there anything else I should have asked you about his candidate to help me make a decision?  Yes  No

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

\_\_\_\_\_