

## CONFIDENTIAL TELEPHONE REFERENCE CHECK – SUPPORT STAFF

Candidate's Name: \_\_\_\_\_ SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Position Applying for: \_\_\_\_\_ Site: \_\_\_\_\_ Date: \_\_\_\_\_

### Guidelines to follow:

1. Speak with current/most recent supervisor/administrator
2. State – “We are strongly considering candidate for \_\_\_\_\_ position
3. Would like to ask several questions re: candidate's performance
4. Remarks will be kept confidential and not available to candidate
5. Appreciate your candidness and honest appraisal
6. Do Not Complete form based upon information from application, only upon verbal confirmation from employer.
7. If company needs written release fax or mail request form.

Previous Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

### *(Complete the following based upon employer verification, not written on application):*

1. Name of Supervisor(person providing information: \_\_\_\_\_
2. Relationship to applicant: \_\_\_\_\_
3. Position held: \_\_\_\_\_
4. Duties of Position: \_\_\_\_\_
5. Dates of Employment: From: \_\_\_\_\_ to: \_\_\_\_\_ **FT** **PT**
6. Reason for leaving: \_\_\_\_\_
7. Would you tell me a little bit about his/her performance?

\_\_\_\_\_  
–

- A. Work habits? \_\_\_\_\_
- B. Ability to follow directions? \_\_\_\_\_
- C. Ability to work with others? \_\_\_\_\_
- D. Attendance/Punctuality? \_\_\_\_\_

8. Do you have any reservations about this individual? **Yes** **No**
9. If your child were in our schools, would you feel comfortable with the applicant working around or with your child? **Yes** **No**
10. Comments:

\_\_\_\_\_  
\_\_\_\_\_

11. Would you rehire this applicant? **Yes** **No**

Reference completed by \_\_\_\_\_

Date \_\_\_\_\_