NEDERLAND
INDEPENDENT SCHOOL DISTRICT
IMAGINE · INNOVATE · INSPIRE

Department of Human Resources

Telephone Employment Reference Check

(The information obtained from current or previous employers may be subject to disclosure under the Public Information Act. Once this form is completed, please keep with applicant's documentation for hire packet you have on file.)

Applicant's Name: _____ Date of Reference Check: _____

Position applying for: _____ Campus: _____

Name of District/Company contacted: _____

Name of Individual contacted: _____ Phone number: (____) _____-_____.

1. What was your employment relationship to the applicant? _____
2. How long did you supervise or work with the applicant? _____
3. What were the applicant's title and major duties? _____
4. How would you compare the applicant with others performing the same or similar duties? _____
   _____
5. What are the applicant's major strengths? _____
6. What are the applicant's areas of improvement? _____

Reference Rating	0 – Not Observed	1 – Does Not Meet Expectation	2 – Below Expectation	3 – Meets Expectation	4 – Exceeds expectation
Teacher Applicants Only					
Exhibits good teaching/instruction strategies	☐	☐	☐	☐	☐
Has Knowledge of subject matter/content	☐	☐	☐	☐	☐
Uses effective classroom management techniques	☐	☐	☐	☐	☐
All Applicants					
Has knowledge of assigned tasks	☐	☐	☐	☐	☐
Utilizes effective communication skills	☐	☐	☐	☐	☐
Uses professional judgement and decision making	☐	☐	☐	☐	☐
Cooperated with team members	☐	☐	☐	☐	☐
Develops positive working relationships	☐	☐	☐	☐	☐
Does not abuse sick or personal leave	☐	☐	☐	☐	☐
Is punctual and dependable	☐	☐	☐	☐	☐
Demonstrates strong organizational skills	☐	☐	☐	☐	☐

7. Did the applicant ever receive a written counseling statement or reprimand? ☐ Yes ☐ No ☐ Chose Not to Respond
8. Did the employer ever consider taking action to demote, suspend, non-renew, or dismiss applicant? ☐ Yes ☐ No ☐ Chose Not to Respond
9. Was the applicant involved in any misconduct or inappropriateness with students or employees? ☐ Yes ☐ No ☐ Chose Not to Respond
10. Would you want this person supervising/working with your child? ☐ Yes ☐ No ☐ Chose Not to Respond
11. Was the applicant discharged or caused to resign in lieu of termination? ☐ Yes ☐ No ☐ Chose Not to Respond
12. Did this applicant leave in good standing? ☐ Yes ☐ No ☐ Chose Not to Respond
13. What was the applicant's reason for leaving your company? _____
14. Would you re-hire the applicant? ☐ Yes ☐ No ☐ Chose Not to Respond
15. Do you have any other information that would help us determine this person's eligibility? _____

NISD Supervisor/Administrator Completing Form: _____ Campus/Dept.: _____