SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
HUMAN RESOURCES

EMPLOYMENT REFERENCE CHECK
(for present or past employer – telephone check)

_____
Organization

_____ _____
Contact Persons Telephone

_____ has filed an application for employment with the South San Francisco Unified School District as a/an _____ and indicated that he/she has worked for your organization. We have on file a document signed by the candidate authorizing our office to obtain employment history information and hold any person or organization providing this information free from any liability. Would you mind taking a few minutes to discuss his/her qualifications with me?

QUESTIONS:

1. What was his/her job title? _____
2. What were the dates of his/her employment? _____ to _____
   (mo.) / (yr.) (mo.) / (yr.)
3. Would you comment on his/her:
   a) Attendance? _____
   b) Dependability? _____
   c) Ability to take on responsibility? _____
   d) Degree of supervision needed? _____
   e) Overall attitude? _____
4. How did he/she get along with people? _____
5. How would you describe his/her performance? _____
6. What are his/her strong points? _____
7. What are his/her weaknesses? _____
8. Did he/she have any personal difficulties that interfered with his/her work?

   _____
9. Why did he/she leave your organization? _____
10. Would you re-employ him/her? Yes ___ No ___ Comments: _____
11. Is there anything else that you would like to add? _____

    _____

Checked by: _____ Date: _____

_____
Title

SUBMIT TWO EMPLOYMENT REFERENCE CHECKS ALONG WITH RECOMMENDATION FOR HIRE TO HUMAN RESOURCES