

SUPPORT STAFF REFERENCE CHECK FORM

Please contact the candidate's current and former employer(s) and other listed references to better determine the candidate's professional ability and personal character. Three references are required.

Applicant Name: _____ Position applied for: _____

School/Department: _____

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| Suggested Reference Check Questions: | |
| Please discuss his/her work skills and performance. | Would you consider him/her a team player? |
| What are his/her strengths? | In what area(s) could he/she improve? |
| Would you rehire him/her? Is he/she eligible for rehire? | What duties did he/she perform? |
| If no longer employed, why did employee leave? | Describe his/her quantity/quality of work. |
| Has any action or discipline been imposed against this employee regarding the physical or sexual abuse of a child? | |

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|---|-----------|------------------|
| Immediate Supervisor Contacted: | | Date Contacted: |
| Hire Date: | End Date: | Contact Made By: |
| Would you rehire this candidate? Is he/she eligible for rehire? | | |
| Comments: | | |

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|----------------------------|-----------|------------------|
| Individual Contacted: | | Date Contacted: |
| Hire Date: | End Date: | Contact Made By: |
| Relationship to applicant: | | |
| Comments: | | |

| | | |
|----------------------------|-----------|------------------|
| Individual Contacted: | | Date Contacted: |
| Hire Date: | End Date: | Contact Made By: |
| Relationship to applicant: | | |
| Comments: | | |