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EMPLOYEE REFERENCE CHECK

Applicant's Name _____ Position Applied For_____
First M.I. Last

Reference Name _____ Phone _____
First Last

ALL OF THE FOLLOWING QUESTIONS/INFORMATION MUST BE <u>COMPLETELY ANSWERED</u> UNLESS OTHERWISE NOTED

1. How long have you known this individual? _____ years _____months

2. Please check your relationship to this individual? (must be a non-family member)
❑ Supervisor/Employer / ❑ Friend or Neighbor / ❑ Co-Worker /
❑ Teacher / ❑ Other (specify) _____

If reference is (was) individual's supervisor:
Job Title_____
Verification of dates worked from ___/___/___ to ___/___/___
If not still employed with you, is this individual eligible for rehire? ❑ No / ❑ Yes
If no please explain:_____

3. How would you rate this individual's reliability, dependability and ability to work with others?
Reliability/Dependability: ❑ Excellent / ❑ Good / ❑ Fair / ❑ Poor
Ability to work with others: ❑ Excellent / ❑ Good / ❑ Fair / ❑ Poor
Flexibility: ❑ Excellent / ❑ Good / ❑ Fair / ❑ Poor

4. What are the individual's strengths?

5. What are the individual's greatest needs for improvement?

6. Have you ever observed any problems or complaints from staff, parents, or others that may have Resulted in an investigation of this applicant's conduct?
❑ No / ❑ Yes If yes please explain: _____

7. Are there any reasons why you would not recommend hiring this person?
❑ No / ❑ Yes *If yes please explain:* _____

The following <u>MUST</u> be answered if the applicant will be working directly with children in any capacity.

8. Please rate his/her interaction skills with children:
❑ Excellent / ❑ Good / ❑ Fair / ❑ Poor / ❑ Have Not Observed

9. In the time that you worked with or known this person, did you ever observe anything that would cause you to be uncomfortable about recommending them for a position working with children?
❑ No / ❑ Yes If yes please explain: _____

10. Would you hire this person to care for your own children?
❑ No / ❑ Yes If no please explain: _____

Reference checked by_____ Date____/____/____

Updated 2/05