

Telephone Reference Check 1

Name of Applicant _____ SS# _____

Name of reference _____ Position held by reference _____

Phone number of reference _____ Association with reference _____

1. How long has reference known applicant? _____
2. Strengths of the applicant:
 - a. Honest, dependable _____
 - b. Takes constructive criticism & makes improvements _____
 - c. Team player _____
 - d. Average # of days absent from work in a year _____
 - e. Organized _____
 - f. Average # of days tardy/or leave early _____
 - g. Willing to assume additional assignment when asked _____
3. In preparing a Personal Growth Plan for this person, what area would you list for professional growth?

4. Why did applicant leave the last position of employment? _____
5. Would you hire or rehire this person? _____
6. Comments: _____

Signature of Principal/Asst. Principal or Director _____

Telephone Reference Check 2

Name of Applicant _____ SS# _____

Name of reference _____ Position held by reference _____

Phone number of reference _____ Association with reference _____

1. How long has reference known applicant? _____
2. Strengths of the applicant:
 - a. Honest, dependable _____
 - b. Takes constructive criticism & makes improvements _____
 - c. Team player _____
 - d. Average # of days absent from work in a year _____
 - e. Organized _____
 - f. Average # of days tardy/or leave early _____
 - g. Willing to assume additional assignment when asked _____
3. In preparing a Personal Growth Plan for this person, what area would you list for professional growth?

4. Why did applicant leave the last position of employment? _____
5. Would you hire or rehire this person? _____
6. Comments: _____

Signature of Principal/Asst. Principal or Director _____