



# TELEPHONE REFERENCE CHECK FORM

Note: References should be from job related individuals – not friends, neighbors or relatives.

Date of Call: \_\_\_\_\_

Call Made By: \_\_\_\_\_

Name of Candidate: \_\_\_\_\_

Position Being Considered For: \_\_\_\_\_

Reference COMPANY/DISTRICT: \_\_\_\_\_

Person Called: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

### SUGGESTED INTRODUCTION:

"My name is \_\_\_\_\_ from \_\_\_\_\_ (school/department) of the Rockwood School District. As part of our employment process, we try to make a personal reference check on all candidates under consideration. This is particularly important since this person will be working with children. We have interviewed and have under consideration \_\_\_\_\_, who has given you as a reference. I would really appreciate it if you could tell me a few things about the applicant."

1. How long have you known the applicant?

- Less than a year       1 – 3 years       3 years +

2. In what capacity have you known the applicant?

\_\_\_\_\_

3. Could you tell me about the performance of the applicant in that capacity?

\_\_\_\_\_

\_\_\_\_\_

4. Would you identify the benefits that you feel this person would bring to our school/district?

\_\_\_\_\_

\_\_\_\_\_

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A HANDWRITTEN COPY IS ACCEPTABLE IF LEGIBLY WRITTEN IN BLUE OR BLACK INK.**

5. Could you give me your impression of how well the applicant communicated and cooperated with:  
(ASK AS APPROPRIATE)
- a. students: \_\_\_\_\_
  - b. fellow employees: \_\_\_\_\_
  - c. parents/patrons: \_\_\_\_\_
  - d. supervisor(s): \_\_\_\_\_
6. How is (was) this person's attendance
- \_\_\_\_\_
7. Are you aware of whether the candidate has ever been convicted of a misdemeanor (excluding minor traffic violations), a felony or child abuse?
- \_\_\_\_\_
8. Is there anything else you would like to add regarding this candidate, or is there anything you think I should know?
- \_\_\_\_\_
- \_\_\_\_\_
9. What growth areas would you identify for this candidate in the coming 1 – 3 years?
- \_\_\_\_\_
10. If you had the opportunity, would you employ this person again?
- \_\_\_\_\_

SUMMARY COMMENTS:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Person Making the Call

\_\_\_\_\_  
Date

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