

Telephone Reference for Prospective Employee

Applicant: _____ Position Sought: _____

Reference Name: _____

Reference Title: _____

Phone Number: _____ Date: _____

Person Requesting Reference: _____

I would like to verify some information given to us by a recent applicant named . . .

1. Are the following dates of employment with you correct? _____

2. How was the quality of his/her work? _____

3. Why did he/she leave your employment? _____

4. What are his/her job-related strengths? _____

5. What are his/her job related weak areas? _____

6. Would you re-employ if given the opportunity?
If not, why? _____

7. Please comment on . . .

7.1 Working relationship with others

7.2 Attitude

7.3 Dependability

7.4 Ability to learn

7.5 Supervision required

7.6 Punctuality

7.7 Attendance

8. Are you aware of anything else regarding the quality of his/her work you feel might influence our decision?

9. Are you aware of any inappropriate physical or sexual contact this person has had with students?

Please put this form in your interview file and keep it for 310 days.