



Reference Check

2 per applicant (Please Print All Sections)

Applicant First Name

Middle Initial

Last Name

Position Applying For

Program

Status (circle one):

Full time

Part Time

Per Diem

Reference Information

First Name

Last Name

Affiliation/Company

Position/Title

Phone #

Length of association with candidate: _____

Relationship (circle one):

Supervisor

Co-worker

Professor

Other _____

Questions:

Verify employment history as listed on resume/application. _____

Why did applicant leave that position/company (if applicable):

Characterize the applicant's abilities in the following areas: **(Circle one)**

Reliability/dependability	Excellent	Good	Fair
Judgement/initiative	Excellent	Good	Fair
Punctuality/attendance	Excellent	Good	Fair
Adaptable to change	Excellent	Good	Fair
Quality of work	Excellent	Good	Fair
Would you hire/rehire this applicant?		Yes	No

Date and time of phone call/email communication: _____

Reference Check conducted by: _____

Print your name

Additional Comments if any: _____

1. Was the employee accused of engaging in sexual abuse in a prison lockup, community confinement facility, juvenile facility, or other institution? ___ Yes ___ No
2. Was the employee convicted of engaging or attempting to engage in sexual activity in the community, facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse? ___ Yes ___ No
3. Was the employee civilly or administratively adjudicated to have engaged in the activity described above in question #2? ___ Yes ___ No