

Professional & Support Staff Hiring
Background Check Form
Employment Reference

Applicant _____ Date _____

Position applied for _____ Site _____

Person contacted _____ Telephone _____

Address _____

Method of contact: ☐ Telephone ☐ Letter ☐ Other _____

Relationship to applicant _____

☐ Former Employer- position _____

☐ District, business, or other entity _____

Dates of Employment _____ Final Rate of pay _____

Position Held _____

Was this person reliable? _____ If no, explain _____

Was this person satisfactory? _____ If no, explain _____

Any concern about this person being late to work without authorization? _____

If yes, explain _____

Any concern with abuse of leave policies(such as sick leave or personal leave)? _____

If yes, explain _____

Any difficulty establishing communication and rapport with children? _____

If yes, explain _____

Any difficulties in establishing communication and rapport w/ supervisors, parents, or community members? _____ If yes, explain _____

Did this person ever receive a written counseling statement, letter of direction, or reprimand? _____

If yes, describe _____

Did the district ever consider taking action or take action to suspend, decline to renew, or dismiss the employee? _____ If yes, describe _____

Was there ever an allegation or complaint about:

- ☐ Abusive Language
- ☐ Insulting or derogatory comments
- ☐ Inappropriate contact with a child
- ☐ Verbal or physical contact of a sexual nature
- ☐ Dishonesty
- ☐ Substance abuse
- ☐ Failure to provide adequate supervision
- ☐ Failure to follow reasonable directions or instructions

If yes on any of the above, explain _____

Was this person ever involved in an incident that resulted in injury to an adult or child? _____

If yes, explain _____

Would you rehire this person? _____

Can you identify anyone else who could provide relevant information regarding the applicant's fitness for employment? _____

Is there any other information I have not asked about that would help us determine this person's eligibility, qualifications, and suitability for employment with our District? _____

Former Employment Check Completed by _____

Date Completed _____

Professional & Support Staff Hiring
Background Check
Personal References

Applicant _____ Date _____
Position applied for _____
Site _____

#1) Person contacted _____ Telephone _____
Address _____
Relationship to applicant _____
Method of contact: ___ Telephone ___ Letter ___ Other _____
How long have you know the applicant? _____
What is the nature of your relationship? _____
Why do you think the applicant would be a good choice for this position? _____
Do you know of any reasons that could prevent the applicant from fulfilling the functions of the position? _____

#2) Person contacted _____ Telephone _____
Address _____
Relationship to applicant _____
Method of contact: ___ Telephone ___ Letter ___ Other _____
How long have you know the applicant? _____
What is the nature of your relationship? _____
Why do you think the applicant would be a good choice for this position? _____
Do you know of any reasons that could prevent the applicant from fulfilling the functions of the position? _____

#3) Person contacted _____ Telephone _____
Address _____
Relationship to applicant _____
Method of contact: ___ Telephone ___ Letter ___ Other _____
How long have you know the applicant? _____
What is the nature of your relationship? _____
Why do you think the applicant would be a good choice for this position? _____
Do you know of any reasons that could prevent the applicant from fulfilling the functions of the position? _____

Personal Reference check completed by _____
Date completed _____