

**Tully School District
Reference Check Form**

NAME: _____

The above named person has applied for a position on our staff as _____
and has submitted your name as a reference. Your evaluation will be sincerely appreciated.

1. How long have you know the applicant? _____
2. In what capacity were you associated with this applicant?
a.. employer b. supervisor c. co-worker d. other _____

3. Please evaluate the applicant:

	<u>Excellent</u>	<u>Good</u>	<u>Fair</u>	<u>Poor</u>
Quality of work	_____	_____	_____	_____
Reliability	_____	_____	_____	_____
Attitude	_____	_____	_____	_____
Attendance	_____	_____	_____	_____
Initiative	_____	_____	_____	_____

4. What do you consider the applicant's chief strengths and weaknesses?

5. If you were the applicant's former employer, please supply the following information:

Position Held _____ Dates of Employment _____

Reason for Leaving _____

Would you rehire him/her? _____ If no, please explain _____

6. Additional comments that apply to the candidate and position sought _____


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Name \_\_\_\_\_ Name \_\_\_\_\_  
*Person Submitting information* *Person Requesting Information*

Signature \_\_\_\_\_ Signature \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_ Date Requested by \_\_\_\_\_