

PLYMOUTH COMMUNITY SCHOOL CORPORATION

TELEPHONE REFERENCE CHECK – 3120D F2a

Say: "I am calling you as a reference for _____ who is seeking a job at Plymouth Schools in the position of _____. Are you willing to answer a few questions?" (if yes) "Thanks." "It's also important for you to understand that this information will only be shared with the hiring committee, In return I would ask that you not share that you were called about this candidate until our board votes on a final candidate would you agree to that?"

Applicant's Name _____

School Called _____ Phone Number _____

~ If there is not room for answers on this sheet, please attach another page with the answers. ~

1. When did the applicant work for your company? From _____ To _____
2. What was the applicant's position/title? _____
3. How long has/did the applicant work for you? _____
4. What can you tell me about the applicant's work ethic?
5. What can you tell me about the quality of the candidate's work?
6. What can you tell me about the applicant's attendance?
7. Does/did the applicant inspire students, staff and community? How?
8. Why is/did the applicant leav(ing) your school?
9. Is this applicant eligible to be rehired by your school? Yes _____ No _____
If not, why?
10. Has the applicant been involved in any incidents/situations that demonstrated poor judgment on his/her part? If yes, please explain.
11. Additional Comments

Information From _____ Title _____

Reference Check Made By _____ Date _____

Say: "Thank you for taking part in this telephone reference check. It's important to remember that this information will only be shared with the hiring committee. In return, I would ask that you not share that you were called about this candidate until our board votes on a final candidate."

Additional Information Page - Notes