

SCOTLAND COUNTY SCHOOLS

TELEPHONE REFERENCE FORM:

_____ has applied for a position as a _____

with the Scotland County School system. You (_____ of

_____) are being requested to provide us information regarding the applicant's

suitability for this position. May I ask you some questions?

1. Strengths?

2. Weakness/Concerns/Growth Areas:

3. Is Applicant still under contract with your school system? Yes No

4. Why did Applicant leave? (or, why is Applicant leaving?)

5. Are you aware of any allegations, complaints or concerns about the applicant's performance or conduct including allegations of inappropriate behavior with children or any allegations contained in sealed records?

Yes No Comments:

6. To your knowledge, has the applicant ever been suspended, asked to resign or dismissed from a job?

Yes No Comments:

7. To your knowledge, has the applicant ever received any negative performance rating, reprimand, or any other disciplinary action including being placed on an action plan?

Yes No Comments:

8. To your knowledge, has the applicant ever been charged or convicted of any violation of law?

Yes No Comments:

9. If you were personally responsible, would you rehire this applicant for this position? (listen very carefully to what is said and not said and probe.)

Yes No Comments:

10. Is there any other information that you can share about this applicant that may be helpful to our school system?

Name and Title of person you contacted: _____

Date: _____ Signature of Person Checking Reference: _____