

Terrell Independent School District Professional Reference Check Sheet

Applicant's Name _____

Name of Reference Checked _____

School District or Business Checked _____

Reference's Position _____

Dated Called or Checked _____

Questions to be asked:

1. Would you re-hire this applicant? _____ If no, why? _____

2. How long have you known this applicant and in what working capacity?

3. What is the applicant's major strengths that would apply to this position?

4. Areas that may need improvement. _____

5. Do you know anything about this applicant that I need to know that would impair his/her success? _____

6. What was this applicant's attendance record? _____

Punctuality to work and assigned meetings? _____

Signature of Person

Checking References _____

Three Reference Check Sheets must be completed by administrators and attached to the "Employee Change of Status Form" when sent to Mary Green for recommendation to hire.