

BOULDER VALLEY SCHOOL DISTRICT
Division of Human Resources
CLASSIFIED REFERENCE CHECK

Please complete a minimum of 2 reference checks for each outside applicant who is recommended for hire. For in-district applicants/transfers, only one reference check is required from the applicant's most recent supervisor. Fax the Recommendation for Hire form, the Interview Schedule Sheet and Reference Checks to HRD Staffing. Fax (720) 561-5098.

Applicant: _____ Social Security Number: ____-____-_____

Place of Employment: _____

Address: _____ Phone: () _____

Name of Reference: _____

Title/Relationship to Applicant: _____

Dates of Employment: _____ to _____

_____ has applied for the position of _____ with our School/District and we would like for you to answer some questions about the applicant to assist us in our consideration for employment.

How long have you known the applicant and in what capacity?

_____.

Work Performance

Would you please share the degree of interest and pride in work that the applicant exhibited.

How would you describe the applicant's quality of work?

Briefly describe the applicant's major strengths.

Would you please share any work performance area in which there was a need for improvement.

Would you please share the applicant's ability to establish and maintain relationships with?
Students: (if applicable)

Co workers:

Parents: (if applicable)

Supervisors:

Did the applicant demonstrate the ability to follow established policies, procedures, and practices?

Was there ever any pattern of absenteeism or tardiness?

“To your knowledge, has the candidate been convicted of, pled nolo contendere to or received a deferred sentence for a crime involving unlawful behavior against a child or been dismissed or resigned because of an allegation of unlawful behavior involving a child?”

Yes____ No____

To your knowledge has the applicant been dismissed or terminated from employment?

Would you rehire this person?

Is there anything else you think we should know about the applicant?

Comments:

Administrator Signature:_____ **Date:**_____

School/Department:_____

8/2009