

BOULDER VALLEY SCHOOL DISTRICT
Division of Human Resources
LICENSED REFERENCE CHECK

Please complete a minimum of 3 reference checks for outside candidates and one from the most recent supervisor for in-district transfers who are recommended for hire. Fax the Recommendation for Hire form, 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 _____

How long have you known the applicant? _____

Instructional Skills

If you had to rate the applicant's overall instructional skills, would you rate it at **above, at, or below expectations**. Why?

Briefly describe applicant's strengths.

Are there any instructional skills in need of improvement?

Management of the Learning Environment

Describe the applicant's classroom management skills.

Briefly describe applicant's strengths in managing students.

Are there any areas in need of improvement?

(OVER)

Describe the applicant's ability to follow established policies, procedures and practices.

Describe the applicant's ability to establish rapport with students.

Describe the applicant's ability to establish and maintain relationships with:
Staff?

Parents?

Administration?

Was there ever any pattern of absenteeism or tardiness?

“To your knowledge, has the applicant been convicted of, pled nolo contendere to or received a deferred sentence for a crime involving sexual behavior or unlawful behavior involving children?” Yes ____ No ____

“To your knowledge has the applicant been dismissed or resigned because of an allegation of unlawful behavior involving a child, or had a license or certificate suspended, annulled or revoked because of unlawful behavior involving a child?” Yes__ No__

To your knowledge, has this person ever been terminated from employment?

Would you rehire this person?

Is there anything else we should know about the applicant?
Comments:

Administrator signature: _____ **Date:** _____

School/Department: _____