



Reference Check (ESP – Educational Support Professional)

Applicant's Name: _____ Date: _____

Supervisors should contact the candidate's previous employers, immediate supervisors, or listed references to better determine the candidate's professional ability and personal character. The questions under the individual reference must be asked. If you cannot reach a reference, document your efforts to reach them. References attached to their electronic application can be used.

Suggested reference questions:

In what capacity do you know the candidate? For how long?
Please discuss his/her work skills and performance.

How does he/she work with others?
In what area could he/she improve?

Individual Contacted: _____

Relationship to Candidate: _____ How Long? _____

School/Organization: _____

Are they eligible for rehire? Yes No Would they rehire them? Yes No

Any employment action or discipline for physical abuse and/or sexual abuse? Yes No

Comments: _____

Contact made by: _____ Date: _____

Individual Contacted: _____

Relationship to Candidate: _____ How Long? _____

School/Organization: _____

Are they eligible for rehire? Yes No Would they rehire them? Yes No

Any employment action or discipline for physical abuse and/or sexual abuse? Yes No

Comments: _____

Contact made by: _____ Date: _____

Individual Contacted: _____

Relationship to Candidate: _____ How Long? _____

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