



Wauwatosa School District



REFERENCE CHECK FORM

(Non-instructional)

_____ Position
Name of Applicant

_____ Name of Person Making Reference Call

_____ Name of Person Called

_____ Date and Time of Call

Is the candidate currently under contract or employed? _____ Yes _____ No

Indicate the strengths of the candidate _____

Indicate the weaknesses of the candidate _____

Has this candidate been dismissed, released, non-renewed or not asked back to his/her position?

_____ Yes _____ No _____ Other

Explain _____

Would you hire this candidate for another position?

_____ Yes _____ No _____ Other

Has the candidate had any problems in school or in his/her employment?

_____ Yes _____ No _____ Other

Explain _____

What kind of attendance and promptness record does the candidate have?

Would you rank this candidate as:

_____ Excellent
_____ Good
_____ Satisfactory
_____ Fair
_____ Poor

Out of ten candidates, where would you rank the candidate, ten being the best?

_____ 1
_____ 2
_____ 3
_____ 4
_____ 5
_____ 6
_____ 7
_____ 8
_____ 9
_____ 10

Additional comments:

