

Douglas County School District - Phone Inquiry Reference Check

Applicant Name: _____
Position Applied For: _____
Reference Name & Title: _____
Reference Phone #: _____
Date of Inquiry: _____
Reference Check Completed By: _____

Provide a brief explanation similar to the following to the reference when you contact them:

“ _____ has applied for the position of _____ with DCSD and has listed you as a professional reference. I'd like to ask you a few questions to help us determine his/her suitability for employment.”

1. Please explain how long you have known the applicant and in what capacity.
2. If given the opportunity and you were hiring, would you hire or rehire this person? Yes No If no, please explain.
3. If you were to rate the applicant's overall performance, which of the following 3 ratings would be most accurate: Exceeds Expectations Meets Expectations Below Expectations Please explain.

(Note: For the next question, you may omit asking about characteristics, behaviors, or skills that you feel are not relevant to the position applied for. Also, please request that the reference provide examples as appropriate.)

4. Based on your direct knowledge of the applicant, how would you characterize his/her:
 - o Attitude and general demeanor
 - o Working relationships with peers
 - o Working relationship with supervisors/management, and/or administration, etc.
 - o Verbal and written communication skills
 - o Willingness to accept or embrace change
 - o Quality of work

- Initiative and follow-through
 - Attendance and reliability
 - Ability to handle a wide variety of tasks, changing priorities, and pressing deadlines?
 - Any other skills, characteristics, etc. that would be helpful for us to know, but that we did not specifically ask about?
5. We all have areas in which we can improve. What are the 1 or 2 areas that you believe are the applicant's biggest opportunities for improvement?

(Provide the following information to the Reference before asking the next questions)

State of Colorado Legislation requires that we contact previous employers to obtain the following information before we employ any person to work in a school district in Colorado. We are required by this same law to keep confidential any information we obtain from previous employers as a result of this process.

Please note that under this same law, any previous employer who makes a recommendation concerning an applicant is immune from civil liability unless the information is false and the previous employer knows it to be false or acts with reckless disregard concerning the veracity of the information, and the school district acts upon the information to its own detriment or to that of the applicant.

6. 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? No Yes
If yes, please explain.
7. To your knowledge, has the applicant been dismissed by, or resigned from a school district as a result of an allegation of unlawful behavior involving a child, including sexual behavior, which was supported by credible evidence? No Yes If yes, please explain.
8. Do you have any other information that would reflect upon the applicant's fitness for employment with Douglas County Schools? No Yes If yes, please explain.

(Return ALL completed pages of this form to Human Resources)