

Employment Reference Check Form

Please have this form completed by an individual who has either supervised or instructed you in a vocational, volunteer, or academic arena. **References from friends/relatives will not be considered.** Please make sure to submit completed reference forms with your application onto EdJoin.

Position Applied for: _____

Applicant Name (please print) _____ Date _____

Address _____ City _____ Zip _____

Phone (H) _____ (C) _____ (W) _____

To be completed by reference. Information regarding applicant's character, personality, scholastic ability, and experience is of great assistance. If selected for a position the applicant will be working with school age children.

Reference Signature _____ Date _____

Reference Name and Title (please print) _____

Company Name _____

Address _____ City _____ Zip _____

Reference Phone (H) _____ (C) _____ (W) _____

In what capacity did you observe applicant? _____

Dates observed? _____

Please provide comments and rank candidate ~ Poor, Fair, Good, Very Good, Excellent, or N/A

Responds to Supervision _____

Attendance _____

Dependability _____

Willingness to Assume Responsibility _____

Ability to Follow Instructions _____

Quality/Quantity of Work _____

For employers ~ If given the opportunity, would you rehire this person? _____

If you have observed the applicant interacting with children, please comment on their patience, creativity, judgment, etc.

Comments _____
