GREAT NECK PUBLIC SCHOOLS **Human Resources Department**

CONFIDENTIAL TELEPHONE REFERENCE CHECK

Directions: Please complete the form and document any responses relevant for the candidate. All information received should be treated with strict confidence. The completed form should be maintained in the candidate's application folder.

Name of Applicant: _____ **Date:** _____

POSITION APPLIED FOR:

- ❑ Teacher/Psy/Soc Wkr/Guidance
- ❑ Substitute Teacher
- ❑ Teacher Assistant
- ❑ School Monitor/Teacher Aide
- ❑ Administrative/Supervisory
- ❑ Clerical
- ❑ Consultant
- ❑ Student Worker
- ❑ Bus Driver
- ❑ Custodial/Cleaner
- ❑ Food Service
- ❑ Groundskeeper
- ❑ Other _____

For any item relevant to this candidate, place a (✓) in the appropriate column. It is not necessary to ask about all items.

	I	A	S	O*		I	A	S	O*
Integrity	☐	☐	☐	☐	Quality of Work	☐	☐	☐	☐
Cooperation	☐	☐	☐	☐	Technical Skills	☐	☐	☐	☐
Enthusiasm	☐	☐	☐	☐	Relationships w/People	☐	☐	☐	☐
Self-Control/Poise	☐	☐	☐	☐	Communication Skills	☐	☐	☐	☐
Values/Principles	☐	☐	☐	☐	Attendance/Punctuality	☐	☐	☐	☐
Sense of Humor	☐	☐	☐	☐	Goals/Aspirations	☐	☐	☐	☐
Initiative	☐	☐	☐	☐					

*I = Inadequate A = Adequate S = Strong O = Outstanding

To your knowledge, is there anything regarding the candidate's background which would be of concern relative to their integrity, moral character, or the like? ☐ Yes ☐ No

If response is "yes," please get explanation: _____

_____

_____

_____

Please offer any additional information/comments that would assist us in evaluating this candidate:

_____

_____

_____

_____

_____

INFORMATION REGARDING REFERENCE:

Relationship to candidate (e.g., supervisor, co-worker, etc): _____

Reference Name: _____ Title: _____

Reference Employer: _____ Phone #: _____

Reference Obtained by: _____ _____

Sign Name Print Name