

## Terrell Independent School District Professional Reference Check Sheet

Applicant's Name \_\_\_\_\_

Name of Reference Checked \_\_\_\_\_

School District or Business Checked \_\_\_\_\_

Reference's Position \_\_\_\_\_

Dated Called or Checked \_\_\_\_\_

Questions to be asked:

1. Would you re-hire this applicant? \_\_\_\_\_ If no, why? \_\_\_\_\_

2. How long have you known this applicant and in what working capacity?  
\_\_\_\_\_  
\_\_\_\_\_

3. What is the applicant's major strengths that would apply to this position?  
\_\_\_\_\_  
\_\_\_\_\_

4. Areas that may need improvement. \_\_\_\_\_  
\_\_\_\_\_

5. Do you know anything about this applicant that I need to know that would impair his/her success?  
\_\_\_\_\_  
\_\_\_\_\_

6. What was this applicant's attendance record? \_\_\_\_\_  
\_\_\_\_\_

Punctuality to work and assigned meetings? \_\_\_\_\_  
\_\_\_\_\_

Signature of Person

Checking References \_\_\_\_\_

**Three Reference Check Sheets must be completed by administrators and attached to the "Employee Change of Status Form" when sent to Stacey Ellis for recommendation to hire.**