

**Tacoma Public Schools
Telephone Reference Check Form
Certificated (TEA) Staff**

Position: _____ Applicant: _____

Reference Checker: _____ Date: _____

Begin by identifying yourself, the position under consideration, the name of the person for whom a reference check is being conducted, and an introduction to the reference check:

“This is _____ I am _____
(your name) (your position)
with the Tacoma Public Schools. _____ has applied for the
(name of applicant)
position of _____. I have been asked to
(title/location of position)

contact you for a reference check. The applicant has signed an authorization that releases you and your organization from any liability resulting from your furnishing of the reference information requested. Would you be willing to spend a few minutes responding to my questions about this applicant?” (If no: “Could I return the call at a more convenient time?”) If yes: “Thank you. Would you please begin by stating and spelling your name and giving your job title?”

Reference # 1	
Name of Respondent: _____	Title: _____
Organization: _____	Phone: _____

Reference # 2	
Name of Respondent: _____	Title: _____
Organization: _____	Phone: _____

“Thanks, I’ll have several questions about the applicant’s job performance. I anticipate it will take 5-10 minutes to complete the reference check.”

1a. How long and in what capacity have you known the applicant?
Respondent #1: _____

Respondent #2: _____

1b. Why did the candidate leave your organization?
Respondent #1: _____

Respondent #2: _____

"For the next several questions, I would like you to rate the applicant on a scale of 1-5 with 5 being the highest. Please rank the candidate in comparison to all the people you have known who held a position similar to the one under consideration here."

