

TEACHER TELEPHONE REFERENCE FORM
Deforest Area School District

Applicant: _____ Date: _____

Position Applied For: _____

Reference Contacted: _____ Phone #: _____

School District/Company Name: _____

The above named applicant has applied for employment with the DeForest Area School District and has given your name or listed you as a previous employer. May I take a few minutes of your time to visit with you regarding this person's abilities, qualifications and work experience?

1. He/she stated they worked at your district from (dates) _____ to _____ as a (job title) _____. Is this correct?

2. How do you know the applicant and for how long?

3. Please describe his/her knowledge of subject area taught and creativity of lesson plans.

4. Please describe his/her ability to get along with others (co-workers, students, parents).

5. Were there any attendance or punctuality concerns?

6. Please describe his/her strengths.

7. Please describe any areas that need to be improved.

8. Please describe his/her ability to take directions and work in a team.

9. How would you rate his/her ability to effectively handle classroom management?

10. How was he/she able to relate to and meet individual differences of students?

11. What advice would you give to his/her new principal?

12. He/she said the reason for leaving was _____. Is this correct?

13. If you had an opening today, and he/she met the qualifications would you hire him/her?

Reference checked by: _____ Date: _____