

Sunflower County Consolidated School District

Mrs. Miskia Davis, Superintendent

"United For Excellence"



Telephone Reference Check

For employment by the Sunflower County Consolidated School District at _____

Applicant: _____	Position applied for: _____
Person contacted: _____	Telephone: _____
Title: _____	School District/Company: _____
Address: _____	City and State: _____

Please verify some information about his/her employment in your district/ with your firm.

1. Dates of Employment: From _____ to _____
2. What position did she/he hold? _____
3. Rating performance on a scale from 1 to 10, how well did she/he perform?

4. Did this person work well with her /his peers? Please explain.

5. Did this person improve on the job? Please explain

6. What were her or his strong points? Limitations?

7. Please comment on the following items:
Self-direction: _____
Initiative: _____

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Attendance: _____

Team Work: _____

Peers: _____

Adaptability: _____

8. Why did she/he leave your employment (firm)?

9. Would you re-employ her/him?
Please explain:

10. Is there anything else that you feel I should know about this candidate?

Reference Check Conducted By: _____ **Date:** _____