

**COLVILLE SCHOOL DISTRICT #115
REFERENCE CHECK**

Name of Applicant _____ Position _____

Date _____ Reference check completed by _____

Contact Name Giving Reference _____

Name of Business Giving Reference _____

Minimum/Required Questions Include Questions 1-4:

1. We are performing a reference check on (candidate). I want to confirm his/her work history referenced on the application (please verify work history on application).

2. What do you consider to be the major strengths of (candidate)?

3. Are there any weaknesses we should consider?

4. Would you hire (candidate) again for the position?

Other Optional Reference Questions:

5. Are you aware of anything that could impede the success of (candidate) as a (position)?

6. Is there anything else you would like to tell us about (candidate)?

7. Is there anything I need to know that I have **not** been asking that I should be asking?

Signature

Date

Attach original to application