



## Frenship Independent School District Reference Check Sheet

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

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

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

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

Date Called or Checked \_\_\_\_\_

Questions to be asked:

1. Would you re-hire this applicant? \_\_\_\_\_
2. How long have you know 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 \_\_\_\_\_

**\*\*At least ONE Reference check must be completed and sent to the HR Department. \*\***