BACKGROUND CHECK FORM

APPLICANT: _____   **DATE:** _____

ADDRESS: _____   **TELEPHONE:** _____

RELATIONSHIP TO APPLICANT:

_____ Former Employee – Position: _____

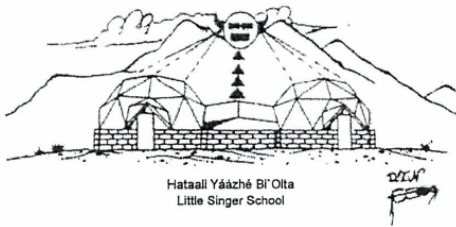_____ School, business, or other entity: _____

_____ Personal reference: _____

Preferred method of contact: _____Telephone _____ Letter _____ Other: _____

QUESTIONS FOR EMPLOYER

1. Dates of Employment: _____   to   _____
1. Position Held: _____ Final Pay_____
2. Was the employee reliable? _____Yes. If no, explain _____
   _____
3. Was the employer's work satisfactory? _____Yes. If no, explain_____
   _____
4. Any concern about employee being late to work without authorization? _____
   _____
5. Any concern with abuse of sick or personal leave policies? _____If yes, explain_____
   _____
6. Any difficulty establishing communication and rapport with children? _____If yes, explain_____
   _____
7. Any difficulty establishing communication and rapport with supervisors, parents, or community
   members? _____ If yes, explain_____
   _____
8. Did the employee ever receive a written counseling statement, letter of direction or reprimand? _____
   If yes, explain_____
   _____
9. Did the school ever consider taking action or take action to suspend, decline to renew or dismiss the
   employee? _____ If yes, explain. _____
   _____

10. Ever an allegation or complaint for:

   -Abusive Language   -Inappropriate contact with children
   -Verbal or physical contact with sexual nature   -Failure to provide adequate supervision
   -Failure to follow reasonable direction or instructions   -Insulting or derogatory comments
   -Substance Abuse
   -Dishonesty
   If yes, explain_____

11. Ever involved in incident that resulted in injury to an adult or student? _____ if yes, explain _____
   _____

12. Would you rehire this person? _____If no, explain_____
   _____

13. Can you identify anyone else who could provide relevant information regarding the applicant's character
   for employment? Name: _____ Title: _____

14. Is there any other information I have not asked about that would help us determine this person's
   eligibility, qualification and suitability for employment with our school? _____
   _____

QUESTION FOR PERSONAL REFERENCES

1. How long have you known applicant? _____

2. What is the nature of your relationship to applicant? _____

3. Why do you think that the applicant would be a good choice for this position? _____
_____

4. Do you know of any reasons why that could prevent applicant from fulfilling the functions of the position?
_____
_____

FORM COMPLETED BY:

_____   _____
Signature   Date   Print Name & Title

Comments: