

TELEPHONE REFERENCE FORM

CONFIDENTIAL

CANDIDATE:

REFERENCE:

(Name)

(Date)

(Position Desired)

(School)

(Name)

(Address)

(Phone)

(Your Position)

The above mentioned individual has applied for a position in the West Fargo School District and has given your name as a reference. May I take a few minutes of your time to speak with you regarding this person's qualifications, character, and abilities?

AREAS	EXCELLENT	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE	COMMENTS
Knowledge of subject matter					
Classroom Management					
Cooperation					
Fulfillment of responsibilities					
Rapport with students, staff, parents					
Ability to meet individual student differences					
OVERALL RATING					

What was your official relationship to the applicant? _____

How long have you known the applicant? _____

Did the applicant have tenure in your district (if applicable)? _____

Is there any reason why this applicant should not be seriously considered for a position? _____

Given the opportunity, would you re-employ this person without any hesitation? _____

Applicant's strengths: _____

Applicant's weaknesses: _____

May we call you for more details? _____

Thank you for your time and assistance.

(Person making the reference call)