



TELEPHONE REFERENCE FORM

_____ has applied for a position as a _____
Name of applicant
with the Wilson County School system. You (_____ of
Name of person giving reference
_____) are being requested to provide us information regarding the applicant's suitability
for this position. May I ask you some questions?

1. Strengths?
2. Weaknesses/Concerns/Growth Areas:
3. Other Comments:
4. Is _____ still under contract with your school system?
5. Why did _____ leave? (Or, why is _____ leaving?)
6. WOULD YOU REHIRE? (Listen very carefully to what is said and not said and probe.)
7. Ask other questions as appropriate.
8. Is there any other information that you can share about this applicant that may be helpful to our school system?

Signature of Person Checking Reference

Date