

**Falmouth Public Schools
Telephone Reference Check Form**

Name of Applicant: _____ Date of Call: _____
Position: _____
Person Contacted: _____ Telephone #: _____
Position: _____
School/District or Employer: _____

I would like to verify some information given to us by _____ (name of candidate) who is applying for the position of _____ with the Falmouth Public Schools.

- 1) **How long has/did _____ work for you?** _____
- 2) **What position did he/she hold?** _____
- 3) **What are you first thoughts when you think of this person?** _____

- 4) **What are his/her strengths?** _____

- 5) **Given the importance of team work and collaboration, what personality type would present the biggest challenge to this candidate?** _____

- 6) **From 1 to 5 with 5 being outstanding, how would you rate this candidate in the area of:**
 - Motivation: _____
 - Attendance: _____
 - Commitment: _____
 - Ability to work with students: _____
 - Ability to collaborate with others: _____
 - Dependability: _____
 - Independence: _____
 - Overall ability: _____

(continue to other side)

7) **Given everything that we have been able to learn about this candidate, what is it that you think we will be surprised at (after getting to know him/her better)?** _____

8) **If there was one area that could serve as a focus for future development for this candidate, what would it be?** _____

9) **If you had the opportunity to hire _____ again, would you? _____ Why or why not?** _____

10) **Do you have any final thoughts about this candidate that would be important for us to know?** _____

Reference checked by: _____