

WESD REFERENCE CHECK FORM

Before making a recommendation for hire to Human Resources, the hiring supervisor or employee designee shall make documented, reasonable attempts to contact previous employers (direct supervisors) of the applicant to obtain information and recommendations that may be relevant to the applicant's fitness for employment. Reference checks must be documented on the WESD-approved reference check form.

Although WESD has reference check procedures in place, the hiring supervisor must consider seeking more references particularly if the required reference checks provide general information about the applicant.

Required Reference Checks

Applicant has been employed with the most recent employer...

i. **FIVE OR MORE CONSECUTIVE YEARS:** Applicant is currently employed for an organization/company for five or more consecutive years. If not currently employed, applicant had been most recently employed for an organization/company for five or more consecutive years.

➤ One reference check is required. The hiring supervisor contacts the applicant's direct supervisor from applicant's current/most recent employer in which the applicant is/was employed for at least five consecutive years. The direct supervisor to be contacted must be the applicant's current/most recent supervisor.

ii. **FIVE OR MORE CONSECUTIVE YEARS (TWO OR MORE JOBS):** Applicant is currently employed for an organization/company for five or more consecutive years AND has occupied another job(s) during that time period. If not currently employed, applicant has been most recently employed for an organization/company for five or more consecutive years AND had occupied another job(s) during that time period.

➤ Two or three reference checks are required. The hiring supervisor contacts the applicant's direct supervisor from applicant's current/most recent employer in which the applicant is/was employed for at least five consecutive years. Also the hiring supervisor contacts the current/most recent employers in which the applicant is/was also employed during that time period. The direct supervisor to be contacted must be the applicant's current/most recent supervisor.

iii. **LESS THAN FIVE CONSECUTIVE YEARS:** Applicant is currently employed for an organization/company for less than five consecutive years. If not currently employed, applicant had been employed most recently for an organization/company for less than five consecutive years.

➤ Applicant has been employed by only one employer. One reference check is required. The hiring supervisor contacts the applicant's direct supervisor from the one employer with which the applicant is/was employed. The direct supervisor to be contacted must be the applicant's current/most recent supervisor.

➤ Applicant has been employed by only two employers. Two reference checks are required. The hiring supervisor contacts the applicant's direct supervisor from each of the two employers with which the applicant is/was employed. The direct supervisor to be contacted must be the applicant's current/most recent supervisor from each employer.

➤ Applicant has been employed by three or more employers. Three reference checks are required. The hiring supervisor contacts the applicant's direct supervisor from applicant's current/most recent employer and the two previous employers with which the applicant is/was employed. The direct supervisor to be contacted must be the applicant's current/most recent supervisor from each employer.

➤ **NO PREVIOUS EMPLOYMENT:** Applicant does not have previous employment history. If this is the case, the hiring supervisor must make reasonable attempts to contact a minimum of one professional reference. One professional reference check is required.

EXCEPTIONS:

➤ Head Start, KidSpace, Preschool and other areas licensed by the Arizona Department of Health Services must comply with ARS 38-883.02 in which the hiring supervisor must contact the applicant's direct supervisor from each of the two most recent employers regardless if the applicant has worked for the most recent employer for more than five consecutive years. Moreover, if the applicant has worked for other child care employers prior to the two most recent employers, the hiring supervisor must make a reasonable attempt to contact these employers (direct supervisors) for reference checks as well.

➤ **Internal Hire Reference Checks:** When considering hiring an applicant who is a current employee of WESD, the hiring supervisor, at a minimum, must contact the employee's current, direct supervisor to complete a reference check. It is assumed that the other required reference checks were completed when the employee was first hired into WESD.

Washington Elementary School District #6
Reference Check Form

Person checking references		Date
Name of Applicant		Position Applied For
Name of Reference and Title		Company Name
Phone Number	How do you know applicant (personal or professional)	
How long have you known applicant?		
Dates of applicant's employment?		
Describe applicant's primary job duties?		
What are applicant's strengths?		
What, if any, are applicant's weaknesses?		
Why did the applicant leave employer?		
Would you rehire applicant (If not, why)?		
Taking into consideration that applicant might be working around children, is there anything in your experience or knowledge of this applicant that we should take into consideration in making a hiring decision?		
How would you rate the applicant's performance on the job in the following categories? (Rating Scale: Excellent-4; Good-3; Fair-2; Poor-1.)		
Ability	Productivity	Attitude
Character		
Dependability		
Other comments		

WESD Reference Check Form

ATTACH ADDITIONAL SHEETS AS NECESSARY