|  |  |  |  |
| --- | --- | --- | --- |
| Organization Contacted |       | Phone Number |       |
|  |
| Person Contacted |       | Position |       |
|  |
| 1. |       | gave your name as a current/former |
|  | employer. What were the dates of employment? |  |
|  |
| From |       | to |       | Hrs. per week |       |
|  | mo/day/yr |  | mo/day/yr |  |  |
|  |
| 2. | What position was held? (a) at time of employment |       |
|  |  (b) when applicant left |       |
|  |
| 3. | Earnings $ |       |
|  |
| 4. | Supervisory duties? |       | If yes, how many supervised, and what were the duties? |
|       |
|       |
|       |
|  |
| 5. | Work Rating: Quality of Work (accuracy, judgement, initiative, etc.) |       |
|       |
|       |
|       |
|  |
| 6. | Applicant's main job responsibilities? (Duties for which the employee spent 50% or more time performing) |
|       |
|       |
|       |
| Other duties: |       |
|       |
|  |
| 7. | How are these responsibilities considered by your organization? |
| Professional | [ ]  | Paraprofessional | [ ]  | Clerical | [ ]  |
| Professional-Administrative | [ ]  | Technical | [ ]  | Other | [ ]  |
|  |
| 8. | Were any disciplinary actions taken against the applicant? |       | If yes, please explain |
|       |
|  |
| 9. | Does/Did the applicant's absenteeism affect his/her performance or productivity of the unit? |
| If yes, please explain |       |
|  |
| 10. | How well does/did the applicant get along with supervisor(s) and co-workers? |       |
|       |
|  |
| 11. | Overall strong points |       |
|  | Overall weak points |       |
|  |
|  |
| Checked by: |       |       |       |       |
| Name | Title | Date | Phone # |