



CAPE GIRARDEAU PUBLIC SCHOOLS

301 NORTH CLARK AVE • CAPE GIRARDEAU, MO 63701 • PHONE: 573-335-1867 • FAX 573-335-1820

REFERENCE CHECK (Classified)

Please mark here if candidate is currently under contract/work agreement

Applicant's Name: _____

Date: _____

Principals should contact the candidate's previous principal, supervising teacher, or listed references to better determine the candidate's professional ability and personal character.

Suggested reference questions:

Can you verify the candidate's date of employment?

Is there any area in which the candidate could improve his/her performance?

Can you tell me about his/her overall work performance and job knowledge?

How did this individual relate with others (customers, co-workers, and supervisor)?

Would you please describe the candidate's strengths?

Would you hire or rehire this candidate?

Individual Contacted: _____

Relationship to Candidate: _____ How long? _____

School/Organization: _____

Comments: _____

Individual Contacted: _____

Relationship to Candidate: _____ How long? _____

School/Organization: _____

Comments: _____

Individual Contacted: _____

Relationship to Candidate: _____ How long? _____

School/Organization: _____

Comments: _____

Contact made by: _____ Date: _____