

# School Board of Brevard County

2700 Judge Fran Jamieson Way • Viera, FL 32940-6601

Mark J. Rendell, Ed.D., Superintendent



## EMPLOYMENT REFERENCE CHECK FORM

**DIRECTIONS:** This form is required to be used by the principal or supervisor offering the position to the intended candidate.

Section 1012.27(6), Florida Statutes, titled *Public school personnel: powers and duties of district school superintendent*, Board Policy 3121 Conditions for Employment and Re-Employment of Staff and AP 3121 Employment Procedures require employment history checks.

Candidate Name \_\_\_\_\_

Position \_\_\_\_\_

Job Site/School \_\_\_\_\_

### Reference #1

(Most Recent Employer)

Name of Contact \_\_\_\_\_

Contact Phone Number \_\_\_\_\_

Name of Organization \_\_\_\_\_

1st Attempt Date \_\_\_\_\_ Yes No

2nd Attempt Date \_\_\_\_\_ Yes No

3rd Attempt Date \_\_\_\_\_ Yes No

Questions to ask contact (document answers below):

1. Did the employee receive any discipline while in your employ?
2. Were there any concerns noted within this employee's annual evaluations?
3. What was the reason for separation from your employ?
4. Would you rehire this employee?

### Reference #2

(Previous Employer)

Name of Contact \_\_\_\_\_

Contact Phone Number \_\_\_\_\_

Name of Organization \_\_\_\_\_

1st Attempt Date \_\_\_\_\_ Yes No

2nd Attempt Date \_\_\_\_\_ Yes No

3rd Attempt Date \_\_\_\_\_ Yes No

Questions to ask contact (document answers below):

1. Did the employee receive any discipline while in your employ?
2. Were there any concerns noted within this employee's annual evaluations?
3. What was the reason for separation from your employ?
4. Would you rehire this employee?

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

Human Resources Services

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