

Human Resources Department

Employment Reference/Background Check Form

*As required in ARS 15-512 and 15-534 reference checks must be completed for **all new hires for previous 5 years of employment. Current TUSD employees must have reference check from current supervisor.** Please return this form to the Human Resources Department with the hiring packet.*

Candidate Name: _____ Position Title / Site: _____

Reference Check #1 Date of Reference Check: _____
Person Contacted/Title: _____ Organization Name: _____

1. What was the position held and dates of employment?
2. Did this person work under your direct supervision? Yes or No?
3. How does this person get along with others (peers and supervisors) on a scale of 1 to 5 (1 being does not get along well with others)?
4. Were there any concerns regarding attendance or violations of leave policies?
5. Did the person ever receive a written counseling statement, letter of direction or reprimand? If yes, describe.
6. Is there any other information I have not asked that would help us determine the person's eligibility, qualifications and suitability for employment with our district?

Reference Check #2 Date of Reference Check: _____
Person Contacted/Title: _____ Organization Name: _____

1. What was the position held and dates of employment?
2. Did this person work under your direct supervision? Yes or No?
3. How does this person get along with others (peers and supervisors) on a scale of 1 to 5 (1 being does not get along well with others)?
4. Were there any concerns regarding attendance or violations of leave policies?
5. Did the person ever receive a written counseling statement, letter of direction or reprimand? If yes, describe.
6. Is there any other information I have not asked that would help us determine the person's eligibility, qualifications and suitability for employment with our district?

Reference Check #3 Date of Reference Check: _____
Person Contacted/Title: _____ Organization Name: _____

1. What was the position held and dates of employment?
2. Did this person work under your direct supervision? Yes or No?
3. How does this person get along with others (peers and supervisors) on a scale of 1 to 5 (1 being does not get along well with others)?
4. Were there any concerns regarding attendance or violations of leave policies?
5. Did the person ever receive a written counseling statement, letter of direction or reprimand? If yes, describe.
6. Is there any other information I have not asked that would help us determine the person's eligibility, qualifications and suitability for employment with our district?

References contacted by (please print) _____ Signature _____ Date _____