Anglophone North School District

ANGLOPHONE NORTH SCHOOL DISTRICT

Reference Check Form (Non-Teaching) – CONFIDENTIAL

Reference check for: _____

Applying for the following position(s): _____

1. How long have you known the candidate? ☐ < 1 year ☐ 1-2 years ☐ + 3 yrs
2. In what capacity are you acquainted with the candidate? ☐ supervisory ☐ co-worker ☐ friend
   Other: _____
3. Have you ever formally evaluated the candidate? Yes ☐ No ☐

4. The Candidate:	Above Average	Average	Below Average	Not Known
Work with other staff members				
Communicate with administration				
Deal with supervisors				
Work with children/others				
Act as an effective role model				
Communicate verbally				
Communicate in writing				
Have high expectations for self and others				
Engage in personal professional growth				
Maintains accurate records				
Accept and grow from professional criticism				

5. Please rate the candidate from the perspective of your general, overall view:
   Above Average ☐ Average ☐ Below Average ☐

6. Willingness to hire this individual:
   Without reservation ☐
   With Reservation ☐
   Would not hire ☐

7. Knowledge of Inappropriate Conduct or Criminal Action:
   Yes ☐ No ☐

8. Additional Comments:

_____

_____

_____

Reference completed by: _____ Phone: _____
(Please print)

_____ _____ _____
Signature Position/Title Date