

## Faculty Employment Reference Check

Applicant Name	SSN
Candidate for (Position)	Job #

### Section I - Employment Verification

Organization Name	Telephone # (      )
Address	City                      State                      Zip
Person Contacted	Title
Relationship to Candidate	

1. Dates of employment: From \_\_\_\_\_ To \_\_\_\_\_
2. Applicant's job title: \_\_\_\_\_
3. Employment status:  Full-time Faculty    Part-Time Faculty    Full-time Non-Faculty    Part-time Non-Faculty
4. Name of immediate supervisor/title: \_\_\_\_\_
5. What was applicant's reason for leaving? \_\_\_\_\_
6. Is this person eligible for re-hire?    Yes    No

### Section II - Employment Status

1. Major duties when employed: \_\_\_\_\_  
\_\_\_\_\_
2. What is your overall evaluation of this candidate's teaching skills? \_\_\_\_\_  
\_\_\_\_\_
3. Describe the applicant's ability to teach specific courses and/or describe applicant's skills: \_\_\_\_\_  
\_\_\_\_\_
4. Describe the candidate's interpersonal skills (how well he/she works with others): \_\_\_\_\_  
\_\_\_\_\_
5. Describe candidate's strengths and weaknesses in meeting the requirements for teaching: \_\_\_\_\_  
\_\_\_\_\_
6. The applicant has applied for a faculty position at this college, is there any reason why this applicant should not be considered for hire as a faculty member? \_\_\_\_\_  
\_\_\_\_\_

Reference checked by: \_\_\_\_\_

Title: \_\_\_\_\_ Date \_\_\_\_\_