



HUMAN RESOURCES
George Farber Administrative Center
71 Clinton Road, Garden City, NY 11530

To: _____

EMPLOYMENT REFERENCE CHECK

_____ has applied to Nassau BOCES for the position of
(Name of Candidate)

_____. The candidate has given your name as a reference and states that you/your company employed the candidate in the position of _____. Please assist us in determining the suitability of the applicant by completing this form as accurately as possible. Your cooperation and prompt reply are appreciated. Please return the completed form to the above address.

Number of years known _____ Relationship to applicant _____

Were services satisfactory? _____ If applicable, did the candidate receive tenure? _____

If the opportunity presented itself, would you rehire the applicant? _____

Dates employed From _____ To _____ Full-time _____ Part-time _____

Position and duties _____

Why did employee leave position? _____

On a scale of 1 being poor and 5 being excellent, how would you rate the candidate's following qualities?
If not applicable, please reply NA.

Overall Professionalism	1	2	3	4	5
Attendance	1	2	3	4	5
Reliability	1	2	3	4	5
Punctuality	1	2	3	4	5
Initiative	1	2	3	4	5
Attitude	1	2	3	4	5
Relationship with co-workers	1	2	3	4	5
Ability to work well with others	1	2	3	4	5
Relationship with customers	1	2	3	4	5
Ability to write clearly	1	2	3	4	5

Ability to verbally express thoughts clearly	1	2	3	4	5
Ability to perform job well	1	2	3	4	5
Accuracy/Detail Oriented	1	2	3	4	5
Problem-solving ability	1	2	3	4	5
Creative thinking	1	2	3	4	5
Independent Worker	1	2	3	4	5
Ability to adhere to company policies	1	2	3	4	5
Overall job performance	1	2	3	4	5

Was the applicant subject to any disciplinary action? _____

If yes, explain _____

Was the applicant asked to resign? _____

Do you have any hesitation in recommending this applicant for a position at Nassau BOCES? _____

If yes, explain _____

Name: _____

Signature: _____

Phone No: _____

Title: _____

FOR NASSAU BOCES USE ONLY

Reviewed by: _____

Date: _____

Telephone reference only: Call made by: _____

Date: _____