

Reference Questionnaire

**THREE REFERENCE QUESTIONNAIRES MUST BE COMPLETED AND VERIFIED  
TO BE CONSIDERED FOR EMPLOYMENT WITH JEFFERSON COUNTY SCHOOLS**

**Applicant/Employee:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**This reference questionnaire must be completed by someone who is not related to the applicant/employee. This reference will be verified.**

**Date:** \_\_\_\_\_

**Interviewee:** \_\_\_\_\_ **Phone** \_\_\_\_\_  
(You will be contacted to verify this reference)

**1. How long have you known the applicant? \_\_\_\_\_ In what capacity:**  
\_\_\_\_\_

**2. Have you observed his/her work habits? \_\_\_\_\_**  
\_\_\_\_\_

**3. Do you know of any specific skills this person possesses in working with children?**  
\_\_\_\_\_  
\_\_\_\_\_

**4. Does he/she understand the need for accuracy in completing assignments?**  
\_\_\_\_\_

**5. Is she/he a dependable person?**  
\_\_\_\_\_

**6. Does she/he understand the needs of children?**  
\_\_\_\_\_

**7. Do you know any conditions making this applicant unsuitable for employment in a school setting?**  
\_\_\_\_\_  
\_\_\_\_\_

**8. Additional Comments:**  
\_\_\_\_\_  
\_\_\_\_\_

**This reference has been verified by:** \_\_\_\_\_  
**Principal, Supervisor, or HR Personnel**