



**ORTHWEST REGIONAL EDUCATION SERVICE DISTRICT ("NWRES D")
CONFIDENTIAL REFERENCE CHECK**

LICENSED & CLASSIFIED STAFF

APPLICANT: NWRES D will check your references if you are considered for employment. This authorization must be signed before the hiring process will proceed.

AUTHORIZATION TO OBTAIN AND RELEASE INFORMATION

I authorize NWRES D to check my references, to obtain information from my prior employers and educational institutions, to take other actions to investigate any information provided in my employment application, and to obtain information relevant to evaluating my qualifications and fitness to work in an educational setting. I authorize my listed references, past employers, educational institutions, and anyone else who has information about my work history, education qualifications, and fitness to work in an educational setting to provide such information to NWRES D. I understand that my references, prior employers, and educational institutions will give this information in confidence, and that NWRES D will oblige itself in good faith not to disclose this information to me or any other person unless it determines it is required to by law. I understand that the information is of a nature that should be kept confidential. I release NWRES D and all persons providing information to NWRES D from any liability whatsoever for obtaining and providing that information, regardless of the results.

Name (please print):

Signature:

Date:

NOTICE TO REFERENCE: NWRES D appreciates your assessment of this applicant. NWRES D considers a completed reference form personal and confidential, and will make good faith efforts to avoid disclosing the reference form to the applicant or any third party and will not disclose it unless it determines it is required by law to do so.

NWRES D Staff: For a telephone interview, fax or mail this form to the reference before the interview, if possible. If the reference does not have the form in hand, read the Authorization to Obtain and Release Information statement to the reference before beginning the interview.

Reference Name:		Title:	
Company or Organization:		Phone Number:	
Applicant Name:			
Has applied for the following position with Northwest Regional ESD:			

Please help us evaluate the applicant's suitability for this position by answering the following questions.

How do you know the applicant? (Employment, professional, personal, etc.)

Employment:

Applicant's position with former employer:							
Dates of Employment	From:		To:		Hours/Day		Day/Year
Major Duties:							

How would you rate the applicant in the following areas, as appropriate to the position applied for?

	1 Below Average	2 Average	3 Above Average	4 Excellent	No Basis for Judgment
Skills and knowledge related to this position					
Interpersonal relationships; students, parents, colleagues					
Ability to effectively plan, organize, and accomplish daily work/services/instruction					
Dependability—follows through					
Judgment—makes good decisions or asks for help as appropriate					
Flexibility—ability to adapt to change/disruption/disappointment					
Initiative—anticipates and solves problems appropriately					
Demonstrates ethical and appropriate behavior					
Accepts supervisory direction					
Written communication skills (if applicable)					
Oral communication skills					
Enthusiasm					
Willingness to learn new skills and ways of doing things					
Ability to work as a team member					
Attendance/punctuality					
Ability to lead and inspire others to do their best work (if applicable)					

Do you know of any reason why this person should not work with children?
Would you hire/rehire this person?
Additional comments: