

Prescott Valley Charter School  
P.O. Box 27348  
Prescott Valley, AZ 86312  
(928) 772-8744 Fax (928) 775-4457

## Reference Check Form

### TO BE COMPLETED BY APPLICANT

Name: \_\_\_\_\_ SSN # \_\_\_\_\_

Position held \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

Under supervision of \_\_\_\_\_

I have applied to Prescott Valley Charter School for employment. Please accept this as authorization to supply the information requested below. I specifically consent to disclosure in accordance with the provisions of all applicable federal and state laws.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

### TO BE COMPLETED BY FORMER EMPLOYER

Is the above information correct?  Yes  No

If no, what is correct the information? \_\_\_\_\_

Eligible for rehire?  Yes  No

	Above Average	Average	Below Average	Comments
Punctuality	_____	_____	_____	_____
Quality of Work	_____	_____	_____	_____
Dependability	_____	_____	_____	_____
Team Work/Team Player	_____	_____	_____	_____

Reason for Leaving: \_\_\_\_\_

\_\_\_\_\_  
Signature of Company Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company

\_\_\_\_\_  
Date

Thank you for your time and cooperation. It is our policy to check job references of all applicants. Your answers will be held in confidence. Please call us at (928) 772-8744, if you have any questions.