

# PORTLAND JEWISH ACADEMY

At the Schnitzer Family Campus

## Telephone/Email Reference Check and Verification Form

### Applicant Information

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Position Applying for: \_\_\_\_\_

### Employment Contact Information

Name of Employer: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_  
*Street Address Suite #*

*City State ZIP Code*

How long have you known  
Applicant?

### Reference Comments

Did the applicant work for you? YES NO  
☐ ☐  
When? START DATE: \_\_\_\_\_ END DATE: \_\_\_\_\_

Would you rehire the applicant? YES NO  
☐ ☐

If no, why not? \_\_\_\_\_

What was the applicant's position on the last day of employment? \_\_\_\_\_

What were the applicant's job responsibilities?

What are the applicant's strengths?

What are the applicant's weaknesses?

How would you characterize the applicant's problem-solving skills?

How would you characterize the applicant's ability to work with others?

How would you characterize the applicant's initiative and leadership?

How would you characterize the applicant's ability to work with children?

What was the applicant's reason for leaving your employ?

Would you hire this applicant to work with and be responsible for groups of children?

YES

☐

NO

☐

Is there anything else you would like to add?

***Thank you for your time and assistance.***

**Date of Phone Call/  
Email:**

**Time of Phone Call/  
Email:**