

## REFERENCE CHECK CONSENT FORM For All Candidates

I \_\_\_\_\_ authorize the Peel District School Board to contact the persons or organizations listed below for the purposes of obtaining reference information. These persons are authorized to disclose such information directly related to my application for the position of \_\_\_\_\_ and the information disclosed will be used solely for the purpose of evaluating my application. The information may be disclosed to members of the hiring committee.

### **Teaching Staff:**

One reference must be from your last Principal/VP, or Associate Teacher if a faculty student. One reference must include the name of your current work-related supervisor - a reference from a colleague is not acceptable. If you are being considered for hire, we will contact at least 2 supervisory references.

Date of your last Teacher Performance Appraisal: \_\_\_\_\_ (Teacher Performance Appraisal as defined by The Education Act Ontario, (as amended))

Rating as outlined on the report under the heading "Overall Rating of Teacher's Performance": \_\_\_\_\_

A copy of your last Teacher Performance Appraisal must be provided to the interview team as a part of the interview and reference checking process. Newly certified teachers should provide a copy of the Practicum Report completed by their most recent Associate Teacher.

### **Business/Support Staff:**

One reference must come from your current employment supervisor. If you are not currently employed, one reference must come from your last employer.

1) Name: _____	Position Title: _____
Employer – School & Board or Organization: _____	Telephone: (    ) _____
Professional email address for this referee: _____@_____._____	
2) Name: _____	Position Title: _____
Employer – School & Board or Organization: _____	Telephone: (    ) _____
Professional email address for this referee: _____@_____._____	
3) Name: _____	Position Title: _____
Employer – School & Board or Organization: _____	Telephone: (    ) _____
Professional email address for this referee: _____@_____._____	

### **For External Applicants Only** If you are not currently employed by the Peel District School Board, please note and respond to the following:

Are you over the age of 18? \_\_\_\_\_yes \_\_\_\_\_no

Are you legally entitled to work in Canada? \_\_\_\_\_yes \_\_\_\_\_no

Have you ever been terminated from a position for any reason other than a conviction for which you have subsequently been granted a pardon? \_\_\_\_\_yes \_\_\_\_\_no

If the answer is yes, please complete the following:

Employer: \_\_\_\_\_ Position Title: \_\_\_\_\_

Dates Employed: \_\_\_\_\_ Reason for Termination: \_\_\_\_\_

**All new hires, aged 18 or older, must provide a satisfactory Criminal Record Check prior to the commencement of any employment.** The Criminal Record Check (CRC) must have been completed within **6 months** of the hiring date, be an original, and include a 'Vulnerable Sector Check' as part of the process. The Peel District School Board will not accept a CRC that does not meet the requirements outlined in the board's policy, and the information outlined in the 'Information Sheet for the Applicant' provided to you as part of the interview process. Should an applicant submit a CRC showing evidence of police contact, confirmation of employment may be postponed pending a review of the information. You are also required to submit an 'External Applicant Disclosure Form'.

To my knowledge, the foregoing is true and correct. I understand that a false or misleading statement given by me during the course of the interview/hiring process may disqualify me from employment, or may result in dismissal, and that if I am an external applicant, any recommendation to be hired will be conditional upon receipt and review of a satisfactory criminal record check and completion and submission of an 'External Applicant Disclosure Form'.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_