



The School Board of Brevard County, Florida
EMPLOYMENT REFERENCE CHECK FORM

DIRECTIONS: This form is required to be used by the principal or supervisor offering the position to the intended candidate.

Section 1012.27(6), Florida Statutes, titled Public school personnel; powers and duties of district school superintendent, requires employment history checks. Board Policy 3121 Conditions for Employment and Re-Employment of Staff and AP 3121 Employment Procedures require employment screening of any instructional or administrative position which has direct contact with students to be conducted in three (3) steps, including:

- 1. The Professional Practices Database of Disciplinary Actions (conducted by Human Resources)
2. Teacher Certification Database (conducted by Human Resources)
3. Reference check from candidate's previous (most recent, at a minimum) employer (conducted by the principal or supervisor)

EMPLOYMENT REFERENCE CHECKS

Candidate Name Position Job Site/School

Name of Supervisor Contacted and Contact Information Name of Organization

1st Attempt at Contact Date [checkbox] Yes [checkbox] No
2nd Attempt at Contact Date [checkbox] Yes [checkbox] No
3rd Attempt at Contact Date [checkbox] Yes [checkbox] No

Questions to ask previous supervisor (document answers below):

- 1. Did this employee receive any discipline while in your employ?
2. Were there any concerns noted within this employee's annual evaluations?
3. What was the reason for separation from your employ?
4. Would you rehire this employee?

Signature Date

Print Name