



ROSWELL INDEPENDENT SCHOOL DISTRICT

HUMAN RESOURCES DEPARTMENT

PO BOX 1437 - 300 N. KENTUCKY - ROSWELL, NEW MEXICO 88201 - PHONE: (575) 627-2526 - FAX (575) 627-2524

SUPPORT STAFF HIRING BACKGROUND CHECK FORM

Applicant: _____ Date: _____

Person contacted: _____ Telephone: _____

Address: _____

E-mail address: _____

Relationship to applicant:

Former employer - position: _____

District, business, or other entity: _____

Personal reference

Method of contact: Telephone Letter Other _____

QUESTIONS FOR EMPLOYERS

Dates of employment: _____

Position held: _____

Final rate of pay: _____

Was the person reliable? Yes No

If no, explain _____

Was the person satisfactory? Yes No

If no, explain _____

Any concern about the person being late to work without authorization? Yes No

If yes, explain _____

When you checked his/her references what did you learn? _____

Why did he/she leave the company? _____

Any concern with the abuse of leave policies (such as sick leave or personal leave)? Yes No

If yes, explain _____

Any difficulty establishing communication and rapport with children? Yes No

If yes, explain _____

Any difficulties in establishing communication and rapport with supervisors, parents, or community members? Yes No

If yes, explain _____

Did the person ever receive a written counseling statement, letter of direction, or reprimand? Yes No

If yes, describe _____

Did the district ever consider taking action or take action to suspend, decline to renew, or dismiss the employee? Yes No

If yes, describe _____

Was there ever an allegation or complaint about:

Abusive language? Yes No

Insulting or derogatory comments? Yes No

Inappropriate contact with a child? Yes No

Verbal or physical contact of a sexual nature? Yes No

Dishonesty? Yes No

Substance abuse? Yes No

Failure to provide adequate supervision? Yes No

Failure to follow reasonable directions or instructions? Yes No

If yes on any of the above, request explanation _____

Was the person ever involved in an accident that resulted in injury to an adult or child? Yes No

If yes, explain _____

Would you rehire this person? Yes No

Can you identify anyone else who could provide relevant information regarding the applicant's fitness for employment?

Is there any other information I have not asked about that would help us determine this person's eligibility, qualifications, and suitability for employment with our District?

QUESTIONS FOR PERSONAL REFERENCE

How long have you known the applicant? _____

What is the nature of your relationship? _____

Why do you think the applicant would be a good choice for this position?

Do you know of any reasons that could prevent the applicant from fulfilling the functions of the position? _____

Background check form completed by _____

Date completed: _____

Title: _____

Location _____