

Adjunct Reference Check Form

Applicant Name _____ **Position** _____

Two reference checks must be conducted with two people present for each.

Reference Check 1:

Reference Name _____ Phone Number _____

1. _____ is applying for the position of _____. Can you please describe _____'s teaching abilities in relation to (subject/program)?

2. Can you please describe _____'s skills in (detailed skill required for the job)?

3. If you had the opportunity to hire _____ in a teaching capacity, would you hire him/her?

Reference Check 2:

Reference Name _____ Phone Number _____

1. _____ is applying for the position of _____. Can you please describe _____'s teaching abilities in relation to (subject/program)?

2. Can you please describe _____'s skills in (detailed skill required for the job)?

3. If you had the opportunity to hire _____ in a teaching capacity, would you hire him/her?

References checked by: _____
Signature _____ Date _____

Signature _____ Date _____