

**SCHOOL ADMINISTRATIVE UNIT #88
LEBANON SCHOOL DISTRICT**

SUBSTITUTE REFERENCE CHECK

The following form should be completed for each candidate that will be recommended for employment.

Date: _____ Person Completing This Form: _____

Candidate's Name: _____

At a minimum, the following information should be obtained from each reference.

1. What is your name and position?
2. How long have you been acquainted with the applicant?
3. In what capacity do you know the applicant?
4. What are the strengths/characteristics of the individual that would contribute to his/her effectiveness as a substitute?
5. How would you characterize the applicant's relations with students or with children in general?
6. To be successful as a substitute, in what areas might the candidate need additional training or experience?
7. Have there been any investigations concerning unprofessional conduct, incompetence, insubordination or immorality concerning the applicant?
8. Would you rehire this individual if given the chance? or
Would you be comfortable having this individual substitute in your own child's classroom?
9. What are your reservations about this individual's potential for success as a substitute?
10. Other questions or comments: