

## EMPLOYMENT HISTORY QUESTIONS

NAME OF APLICANT \_\_\_\_\_ ADMINISTRATOR \_\_\_\_\_

Company or School called \_\_\_\_\_ Name of person you talked to \_\_\_\_\_

Phone Number \_\_\_\_\_ Date called \_\_\_\_\_

## CONTACTS ATTEMPTS

If you were unable to speak to someone about the applicant, provide the dates and times that you attempted to contact the person. A minimum of 3 attempts are required and dates/times must be varied:

Date \_\_\_\_\_ Time \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

## REQUIRED QUESTIONS

1. How long was \_\_\_\_\_ employed by you?

2. Were there any investigations conducted? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please tell me the reason for the investigation and the outcome.

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3. Were there any formal complaints made on this person? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please tell me the reason for the complaint and the outcome.

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4. Is there any reason that \_\_\_\_\_ should not be around children? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please provide more details.

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5. Was this person allowed to resign in lieu of termination? Yes \_\_\_\_\_ No \_\_\_\_\_

6. Were there any attendance concerns? Yes \_\_\_\_\_ No \_\_\_\_\_

7. Would you rehire this person? Yes \_\_\_\_\_ No \_\_\_\_\_

8. Is there anything else that you would like to share? \_\_\_\_\_

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You may ask more questions specific to the job: classroom management, content knowledge, parent communication, etc. The above questions MUST be asked.