

PCO#

VERIFICATION OF EMPLOYMENT FORM - ADMINISTRATOR

PLEASE RETURN THIS FORM TO
HRPostingHiring@washoeschools.net

NOTE: This form only needs to be completed if the applicant's online application does not already contain the four (4) required returned confidential references. Please contact the most recent previous employer or previous supervisor and do a reference check prior to offering the position to the selected candidate. This form only allows for one reference. Multiple copies of this may need to be completed to obtain additional references.

This form must be completed as per Administrative Regulation 4100. You must complete the candidate's employers covering the last 10 years or the last three (3) employers in the last ten years. If after calling references you have some serious concerns regarding the applicant, notify Human Resources as soon as possible.

Applicant's Name Date

Position Applied For

Administrator Completing Form (please print)

Administrator's Signature Date

Employer

From: Date (Month/Year) To: Date (Month/Year) Phone:

Person Contacted Title

EMPLOYER CONTACT RESULTS - FOR WCSD USE ONLY

Not able to contact

Declined to provide information

I verified dates of employment and positions held as noted on the application

Number of attempts of made

EMPLOYER QUESTIONS

1. What is or was your working relationship with the applicant?

- I am or was this person's colleague
- I am or was this person's direct supervisor
- I am or was this person's indirect supervisor
- This person is or was my direct supervisor
- Other

If other, please specify

2. Where did/do you work with the applicant?

3. What position do/did you hold when you worked with the applicant?

EMPLOYER QUESTIONS CONTINUED

4. What position does/did the applicant occupy?

From Date: (mm/yyyy)

To Date: (mm/yyyy)

5. Have you observed the applicant? Yes No If yes, Formally Informally

6. Was the applicant ever disciplined? Yes No

7. Was the applicant's employment terminated? Yes No

8. What was the applicant's reason for leaving?

9. Would you rehire the applicant if the opportunity arose?

- No Not applicable
 Yes Yes, but not in this assignment/school

10. Was the applicant ever involved in a violent incident with anyone? Yes No

11. Were there any problems with honesty/truthfulness? Yes No

12. Washoe County School District screens prospective employees to evaluate whether an applicant poses a risk of harm to the children, employees, and all individuals they serve. Are you aware of any information relative to this applicant posing such a risk?

- Yes No

If yes, please explain:

13. Is there any other individual who I should speak to regarding this applicant? Yes No

If yes, please provide name

Phone

EMPLOYER QUESTIONS CONTINUED

PLEASE CONFIDENTIALLY RATE THE APPLICANT IN THE FOLLOWING AREAS AS COMPARED WITH EVERYONE YOU HAVE WORKED WITH.

	Top 1%	Top 10%	Top 25%	Around 50%	Bottom 25%	Bottom 10%
PLANNING: Is effective in forecasting, setting objectives, developing strategies, establishing program priorities, budgeting, establishing procedures, and developing policies.						
ORGANIZING: Is effective in arranging and utilizing resources for the effective accomplishment of objectives.						
DIRECTING: Is effective in delegating, motivating, coordinating, managing differences, and managing change.						
STAFFING: Is effective in selecting, orientating, training and developing employees.						
CONTROLLING: Is effective in establishing reporting systems, developing performance standards, measuring results, taking corrective action, and rewarding employees.						
COMMUNICATION SKILLS: Communicates clearly and effectively both orally and in writing. Understands the dynamics of interpersonal relations. Understands his/her role as the primary public relations person for the school.						
JUDGMENT/DECISION MAKING SKILLS: Shows evidence of sound judgement in decision making. Understands the implications of decisions he/she makes.						

Is there anything you would like to add about this person?