



NEW EMPLOYEE REFERENCE CHECK

Employment References - Required by 53G-11-410 et. Seq.

“For an LEA applicant, request that the LEA applicant's most recent qualifying position employer disclose information regarding any employment action taken or discipline imposed for the physical or sexual abuse of a child or student by the LEA applicant.”

You can only use a supervisor or human resource representative for employment references.

NEW EMPLOYEE

Employee Name _____ Date of Birth _____

Name of Last Employer _____

Name of Supervisor or HR Contact _____

Phone Number of Supervisor or HR Contact _____

Email Address of Supervisor or HR Contact _____

Approximate Employment End Date _____

I authorize Cache County School District to obtain information from my previous employer(s) to disclose any information regarding any employment action taken or discipline imposed for the physical abuse or sexual abuse of a child or student by the applicant or volunteer.

Signature: _____ Date: _____

CCSD SUPERVISOR

Please return to school secretary after completion.

Name of Person Conducting Reference Check _____

Date of First Attempt _____ Date of Second Attempt _____

You must ask and answer all three questions of each employment reference.

Is this employee available for rehire?	Yes	No
Would they rehire the employee?	Yes	No
Any employment action or discipline for physical abuse and/or sexual abuse?	Yes	No

Comments
