



PARK CITY
SCHOOL DISTRICT

EDUCATIONAL EXCELLENCE

2700 KEARNS BOULEVARD
PARK CITY, UTAH 84060

435/645-5600
435/645-5609 FAX

**Reference Report Phone Interview Form for
Substitute Classified Applicants**

Name/Location of Interviewer: _____

Name/Position of Interviewee: _____

Date: _____

_____ has applied for a contracted service position within the Park City School District. You are listed as a professional reference. We ask that you please answer the following questions in regards to the applicant. Thank you.

Years you have known applicant professionally: _____

In what capacity did you know or employ this person? _____

	(3) Outstanding	(2) Average	(1) Poor	N/A
How Reliable is this person?	_____	_____	_____	_____
How is his/her Rapport/Relations with Colleagues?	_____	_____	_____	_____
How is his/her Rapport/Relations with Parents?	_____	_____	_____	_____
How is his/her Rapport/Relations with Students?	_____	_____	_____	_____
How would you rate his/her Self-Confidence?	_____	_____	_____	_____
How would you rate his/her Verbal Communication Skills?	_____	_____	_____	_____
How would you rate his/her Written Communication Skills?	_____	_____	_____	_____
How would you characterize (name)'s ability to work as a Team Player both at a school site and at a district level?	_____	_____	_____	_____

OVER →

	(3) Outstanding	(2) Average	(1) Poor	N/A
Is he/she willing to devote Extra Time for After-School or Extra-Curricular Activities?	_____	_____	_____	_____
How is his/her Attendance and Punctuality?	_____	_____	_____	_____
Compared to his/her peers, how would you rate his/her Energy Level?	_____	_____	_____	_____
How would you rate his/her Honesty and Integrity?	_____	_____	_____	_____
How would you rate this person's Leadership Ability as compared with his/her peers?	_____	_____	_____	_____

Would you re-hire this person? Yes No

Any additional Comments? _____

EMPLOYMENT CHECK

Employment Check – required by Utah Code 53A-6-401

For a District New Hire, we request that the New Hire’s most recent qualifying employer disclose information regarding any employment action taken or discipline imposed for the physical or sexual abuse of a child or student by the New Hire.

You must ask and answer the following question of the current or most recent employer.

You must attempt at least 3 times to contact the current or most recent employer and document your attempts.

You must send this to PCSD Human Resources with your new hire recommendation & reference checks.

1. Employer: _____ Employer’s Phone #: _____

Date(s) Called: (1) _____ (2) _____ (3) _____

Name of Administrator/HR Individual Contacted: _____

Title of Individual Contacted: _____ Date contacted: _____

Any employment action or discipline for physical abuse and/or sexual abuse? Yes No

NOTES: _____

Print Name of PCSD Employee Completing this Form: _____ Date: _____

ONLY use an Administrator or Human Resources for employment check. For new graduates, University Supervisor and Cooperating Teacher for Student Teaching are also accepted.

Utah Code 53A-6-401 states the following:

“Child” means an individual who is younger than 18 years old.

“Physical Abuse” means the same as that term as defined in Section 78A-6-105: abuse that results in physical injury to a child.

“Qualifying Position” means paid employment that requires the employee to directly care for, supervise, control, or have custody of a child.

“Sexual abuse” means that same as that term is defined in Section 78A-6-105:

(a) An act or attempted act of sexual intercourse, sodomy, incest, or molestation directed towards a child; or

(b) Engaging in any conduct with a child that would constitute an offense under any of the following, regardless of whether the person who engages in the conduct is actually charged with, or convicted of, the offense:

- (i) Title 76, Chapter 5, Part 4, Sexual Offenses;
- (ii) Child bigamy, Section 76-7-101.5;
- (iii) Incest, Section 76-7-102;
- (iv) Lewdness, Section 76-9-702;
- (v) Sexual battery, Section 76-9-702.1;
- (vi) Lewdness involving a child, Section 76-9-702.5; or
- (vii) Voyeurism, Section 76-9-702.7

“Student” means an individual who:

(i) Is enrolled in an LEA in any grade from preschool through grade 12; or

(ii) Receives special education services from an LEA under the Individuals with Disabilities Education Act, 20 U.S.C. Sec. 1400 et seq.