



# Reference Check Form For New Certified Teacher/Employee

5020 F5

Print a copy for your records after dropping this completed form in the ATE-Reference Checks Dropbox. Hard copies will not be accepted.

\_\_\_\_\_  
Name of Teacher Applicant

\_\_\_\_\_  
Location

\_\_\_\_\_  
Principal/Supervisor

## REFERENCE CHECKS

Employment References – required by Utah Code 53G-11-410

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

*You must attempt at least 3 times to contact a reference and document your attempts.*

1. Employer: \_\_\_\_\_ Date(s) Called: (1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_  
Supervisor Called: \_\_\_\_\_ Date contacted reference: \_\_\_\_\_  
Are they eligible for rehire?  Yes  No Would they rehire them?  Yes  No  
Any employment action or discipline for physical abuse and/or sexual abuse?  Yes  No

NOTES: \_\_\_\_\_

2. Employer: \_\_\_\_\_ Date(s) Called: (1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_  
Supervisor Called: \_\_\_\_\_ Date contacted reference: \_\_\_\_\_  
Are they eligible for rehire?  Yes  No Would they rehire them?  Yes  No  
Any employment action or discipline for physical abuse and/or sexual abuse?  Yes  No

NOTES: \_\_\_\_\_

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

Utah Code 53G-11-410 states the following:

(1) As used in this section:

- (a) "Child" means an individual who is younger than 18 years old.
- (b) "LEA applicant" means an applicant for employment by an LEA.
- (c) "Physical abuse" means the same as that term is defined in Section 78A-6-105.
- (d) "Potential volunteer" means an individual who:
  - (i) has volunteered for but not yet fulfilled an unsupervised volunteer assignment; and
  - (ii) during the last three years, has worked in a qualifying position.
- (e) "Qualifying position" means paid employment that requires the employee to directly care for, supervise, control, or have custody of a child.
- (f) "Sexual abuse" means the same as that term is defined in Section 78A-6-105.
- (g) "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.
- (h) "Unsupervised volunteer assignment" means a volunteer assignment at an LEA that allows the volunteer significant unsupervised access to a student.

Principal Notification to Prospective Employee:  This is only a recommendation to HR. HR will complete the process.  
 Benefits Eligible Status – 1<sup>st</sup> of month following contract start date.  
 Contract pay and benefits automatically spread over 12 months.

Approvals:

\_\_\_\_\_  
Principal or Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resource Approval

\_\_\_\_\_  
Date