



Reference Check Form For New Classified Employee

5020 F6

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 Applicant _____

Location _____

Principal/Supervisor _____

REFERENCE CHECKS

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

For a potential classified employee who has worked in a qualifying position during the last three years, the LEA is required to request that the potential classified employee's qualifying position employer(s) disclose information regarding any employment action taken or discipline imposed for the physical or sexual abuse of a child or student by the potential employee. 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 a Supervisor or Human Resources for employment references.

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.

Approvals:

Principal or Supervisor Signature

Date

Human Resource Approval

Date