

**REFERENCE LOG FORM**

This form must be completed before a recommendation can be made to the Superintendent to hire a candidate for a certificated position within the Webutuck School District.

**Candidate's Name** \_\_\_\_\_

**Position for which the Candidate is Applying** \_\_\_\_\_

**WSD Administrator Contacting References** \_\_\_\_\_

Reference's Name:

Reference's Employer:

Date:

Comments from References:

Reference's Name:

Reference's Employer:

Date:

Comments from References:

Signature \_\_\_\_\_

Date: \_\_\_\_\_

**This form will be placed in the personnel file of all candidates who are successful in obtaining employment with the Webutuck School District. Any written record of the contents of the reference conversations should be kept in a separate location (and not on this form).**

Amended: June 23, 2012

**FOR ADMINISTRATIVE USE ONLY**

Interview Committee Members: Kenneth H. Sauer, Jennifer Chason

Placement Folder: \_\_\_\_\_

References Contacted/Reviewed: Yes \_\_\_\_\_ No \_\_\_\_\_

Transcripts: \_\_\_\_\_

Certification: \_\_\_\_\_

Board Meeting Appointment Date: \_\_\_\_\_

Appointed Position: \_\_\_\_\_

Tenure Area: \_\_\_\_\_

Effective Date of Appointment: \_\_\_\_\_

Step and Schedule: \_\_\_\_\_

Starting Salary: \_\_\_\_\_

Appointment Notice Rendered: \_\_\_\_\_

Medical Examination: \_\_\_\_\_