

**Hiring Form 3 Confidential**

**CONFIDENTIAL EMPLOYMENT REFERENCE RECORD OF SCREENING.**

Comments that have to do with sexual misconduct or child abuse may be needed to justify to a court of law that reasonable and prudent screening had been completed prior to hiring a person for a position. This form will be held in the employee's file, notes must be clear and succinct.

**1. Name of applicant:** \_\_\_\_\_

**2. Reference contacted:**

Name of person contacted: \_\_\_\_\_

Title/Position held: \_\_\_\_\_

Name of organization contracted (i.e., church, educational institution or previous employer) \_\_\_\_\_

**3. Date of contact:** \_\_\_\_\_

**4. Time of contact:** Beginning Time: \_\_\_\_\_ Ending Time \_\_\_\_\_

**5. Method of contact** (phone, letter, face to face conversation, if electronic be specific):  
\_\_\_\_\_

**6. Summary of conversation** (summarize the reference's remarks concerning: 1. the applicant's qualification and suitability for the position, 2. any convictions for, or actions pending, related to sexual misconduct, sexual harassment or child abuse, or, 3. if from employer, verification of employee history). Use back as needed.

**7. Name of hiring committee screener** (Print): \_\_\_\_\_

**Signature of screener:** \_\_\_\_\_

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