

Employment Reference Form

Name of School/District
Address of School/District
Employee name:

Dates of employment: to - or - Currently employed? Yes: No:

Positions(s) held while employed:

If this individual is no longer employed, what is the reason for the individual leaving?

Resignation Termination Resignation in lieu of Termination Retirement

Other:

Is this individual eligible to be rehired? Yes: No:

If no, why:

Has this individual been the subject of any local employment-related investigations? Yes: No:

If yes, did the investigation result in any local disciplinary action? Yes: No:

Additional Information:

The individual listed below is designated as the point-of-contact for any employment-related questions regarding the individual listed above. This form may be completed by local Administrator or Human Resources.

District Name:
Contact Name:
Contact Position:
Current Phone:
Current Email:

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Additional Information (500 Character Limit)

"The process shall require the board of directors of a school district, the authorities in charge of an accredited nonpublic school, and the governing board of a charter school to maintain on forms prescribed by the department reference information related to all employees of the school district, accredited nonpublic school, or charter school, and respond to any request for such information from a potential employer. This paragraph shall not be construed to require the board of directors of a school district, the authorities in charge of an accredited nonpublic school, or the governing board of a charter school to disclose unfounded, closed investigations. The board of directors of a school district, the authorities in charge of an accredited nonpublic school, or the governing board of a charter school shall be immune from any criminal or civil liability arising from the disclosure of reference information under this paragraph if the school district, accredited nonpublic school, or charter school does not knowingly disclose false information." Iowa Code 256.9 (67) (e)

This Employment Reference Form is provided by the Iowa Department of Education and Bureau of Educational Examiners per Iowa Code 256.9 (67) (e)

Additional information/questions may be included at the discretion of the employer.