

Reference Check Request Form

Instructions for completion:

Section 1 of this form must be completed by the applicant in order to authorize this request.

Section 2 of this form must be completed by the prospective employer.

Mail completed form to:

Chicago Public Schools
2651 West Washington Blvd
Chicago, IL 60612
Attn: Records Department

You may also email your request to:

employeerecords@cps.edu

Processing Time: 15 business days or more.



The applicant identified below is under consideration for a position. The candidate has reported current/previous employment with your organization in a position in which they had contact with children. Please complete the following questions related to this candidate.

Section 1 – To be completed by applicant (please print)

Name of Applicant	
Chicago Public Schools Employee Identification Number, if known	
Former Name, if applicable	
Street Address	
Email Address	
City, State Zip	
Date of Birth	
Dates of Employment	
Position Held with Chicago Public Schools	
Last Location Worked	

I, the undersigned,

1. acknowledge and verify that all information provided above is true and accurate and that I am the person named above;
2. supply this information to authorize and enable Chicago Public Schools ("CPS") to search the databases and information specified in Section 3 below; and
3. waive provisions of the Illinois Personnel Records Review Act (820 ILCS 40) regarding notices to me and deletion of records more than four (4) years old, and authorize the CPS to release any and all information to the prospective employer listed in Section 2 below that is obtained through a search of the databases and information specified in Section 3 below.

Applicant Signature: _____ Date: _____

Section 2 – To be completed by prospective employer (please print)

Name of prospective employer	
Street address	
City, State, Zip	
Contact Person	
Contact Person Position	
Phone Number	
Email Address	

Contact Person Signature _____ Date: _____



Section 3 – To be completed by Chicago Public Schools

A search of the following databases and information was conducted using the employee's first and last name of record and, where applicable, the employee's identification number (EIN) or other identifying information:

1. CPS' systems of record for all school-based employee misconduct incidents occurring in schools
2. Office of Employee Engagement databases for employee discipline
3. Talent Office's databases on eligibility for hire
4. Law Department disciplinary matters going back to 2009
5. Investigatory matters maintained in the Law Department's databases going back to 2009
6. Investigations conducted by the Office of Inspector General
7. Equal Opportunity Compliance Office database concerning investigations of sexual harassment going back to 2009

A search of the above databases and information revealed the following:

The applicant was not terminated for cause and voluntarily resigned from CPS. The applicant remains eligible for rehire with CPS.

The applicant was not terminated for cause and was laid off from CPS. The applicant remains eligible for rehire with CPS.

The applicant was not terminated for cause and the employee's year-to-year employment as a pre-tenured teacher was non-renewed by CPS. The employee remains eligible for rehire with CPS.

The applicant was not terminated for cause but was vacated when the employee was absent without leave (due either to leave ineligibility or a failure to apply for a leave). The employee remains eligible for rehire.

The applicant was terminated because her leave of absence expired. The employee remains eligible for rehire with CPS.

The applicant was not terminated for cause but was vacated because he/she was not available for work for 90 days or more in his or her day-to-day position. The employee remains eligible for rehire.

The applicant is a current CPS employee in good standing.

The applicant was terminated for cause and is currently ineligible for rehire with CPS. See attached for additional information related to this applicant.

The applicant resigned/retired while an investigation was pending and that investigation substantiated serious misconduct by the applicant. The applicant is currently ineligible for rehire with CPS. See attached for additional information related to this applicant.

The applicant resigned/retired while dismissal charges or actions were pending or in lieu of termination. The applicant is currently ineligible for rehire with CPS. See attached for additional information related to this applicant.

The applicant has discipline on file with CPS but is eligible for rehire with CPS. See attached for additional information related to this applicant.



Office

Talent

Hr4u.cps.edu

773-553-HR4U

Page 3 of 4

___ The applicant voluntarily permanently separated. The employee is ineligible for rehire with CPS.

___ The current/former CPS employee is the subject of a pending investigation. Current status of employee: _____ . For an update on the current/former employee's pending matter(s), you may resubmit the current/former employee through the CPS reference check process at least three months from the date of this response.

___ The current/former CPS employee has dismissal proceedings pending against them. Current status of employee: _____ . For an update on the current/former employee's pending matter(s), you may resubmit the current/former employee through the CPS reference check process at least three months from the date of this response.

___ The current/former CPS employee has been recommended to the Chicago Board of Education for termination. Current status of employee: _____ . For an update on the current/former employee's pending matter(s), you may resubmit the current/former employee through the CPS reference check process at least three months from the date of this response.

___ Other. See attached for additional information related to this applicant.

Dates of Employment: From _____ To _____

This information is accurate to the best of CPS' knowledge as of _____ (Date)

_____ (signature)

Antris Green
Employee Records Manager
Talent Office

cc: Former CPS Employee Name (Send copy of completed response to employee's address on form, if documentation is enclosed; If no address is included on form, send copy of completed response to last known address on file with CPS)



Office

Talent

[Hr4u.cps.edu](https://hr4u.cps.edu)

773-553-HR4U