



## Reference Check Request Form

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### 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 fax or email your request to:

Fax: (773) 553-1113  
Email: [employeerecords@cps.edu](mailto:employeerecords@cps.edu)

***Processing Time 10 business days or more.***



The applicant identified below is under consideration for a position in our district. 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	
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: \_\_\_\_\_

(over)



**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:

CPS' Incident Reporting System for all school-based employee misconduct incidents which occur in schools

1. Office of Employee Engagement databases for employee discipline
2. Law Department disciplinary matters going back to 2009
3. Investigatory matters maintained in the Law Department's databases going back to 2009
4. 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 was non-renewed from CPS. The applicant remains eligible for rehire with CPS.
- The applicant was not terminated for cause but was vacated as absent without leave. The applicant remains eligible for rehire.
- The applicant was not terminated for cause but was vacated because s/he did not work for 90 days or more. The applicant remains eligible for rehire with CPS.
- The applicant is a current CPS employee and remains eligible for rehire with CPS.
- 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 while an investigation was pending and that investigation substantiated 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 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.
- The applicant was the subject of an investigation that substantiated misconduct, but the applicant is eligible for rehire with CPS. 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)

Carline Altine  
Manager of Employee Records Human Resources - Talent Office

cc: Office of Employee Engagement