**Applicant Confirmation Sheet** (On call when scheduling orientation)

Applicant County:

Applicant Name:

Phone Numbers:

 Home:

 Cell:

 Other:

Email Address:

**Language spoken/written** (a lot of times applicants write things like “can understand” or “basic understanding”. Ask them if they could teach a class in Spanish)

Clarify any **education** received (degrees, etc.)

**Work history** (can we contact current or past employer – BE CLEAR ABOUT THIS!! salary that is unclear, longevity of employment, job responsibilities)

Reference Name & Phone Number 1:

Reference Name & Phone Number 2:

Reference Name & Phone Number 3: