



# NC DEPARTMENT OF PUBLIC SAFETY Professional Reference Check

Use this form for the selected candidate(s) being considered to work for DPS. It is Best Practice to be as thorough as possible when making a candidate selection.

**Return this completed document to your HR Recruiter.**

Candidate Name _____	Candidate Job Title _____
Name of Company /Organization _____	Dates of Employment From _____ To _____
Reference Name _____	Reference Job Title _____
Reference Phone Number _____	Date of Contact _____
Reference email address, if known _____	

**Please rate the Candidate on the following using Below, Met, or Exceeded Expectations.**

Attendance _____	Initiative/Motivation _____
Communication Skills _____	Quality of Work _____
Conduct & Behavior in Workplace _____	Team Player _____
Efficiency/Time Management _____	Working Knowledge _____

1. Is Candidate eligible for rehire?  Yes  No (If "No," enter supporting comments in the space provided below.)  
\_\_\_\_\_

2. Does the candidate have active disciplinary action or any serious problems that we need to be aware of before making a hiring decision?  
 Yes (If "Yes," enter explanation in space provided below.)  No  
\_\_\_\_\_

3. What was the candidate's last performance evaluation rating? Rating \_\_\_\_\_ Cycle \_\_\_\_\_

4. Is the candidate's performance or conduct under review?  Yes (If "Yes," enter explanation in space provided below.)  No  
\_\_\_\_\_

5. Is the candidate under an internal investigation?  Yes (If "Yes," enter explanation in space provided below.)  No  
\_\_\_\_\_

6. Enter any additional information about the candidate that would relate to his/her overall work performance and qualifications.  
\_\_\_\_\_

Candidate Name \_\_\_\_\_

Candidate Job Title \_\_\_\_\_

**Does the employer being contacted meet the definition of an institutional employer<sup>1</sup>?**

No (Skip next question and complete "Reference Check Completed by" fields.)

Yes

The NC Department of Public Safety (NCDPS) is required to conduct background checks on all applicants and employees who may have direct contact with offender or resident (juvenile) populations as a requirement by the standards of the Prison Rape Elimination Act (PREA) of 2003 (Public Law 108-79), specifically Hiring and Promotion Prohibitions Standards (§115.17). As part of this background check, we would like to ask you the following question:

Are you aware of your employee, being involved in any allegation of sexual abuse that was found to be true or resigning during a pending investigation of any allegation of sexual abuse before the investigation was finished?

No  Yes If "Yes," please describe each such event that you are aware of including where and when these events occurred.

**Reference Check Completed by**

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

[<sup>1</sup>(1) The term "institution" means any facility or institution --

(A) which is owned, operated, or managed by, or provides services on behalf of any State or political subdivision of a State; and (B) which is --

(i) for persons who are mentally ill, disabled, or retarded, or chronically ill or handicapped;

(ii) a jail, prison, or other correctional facility;

(iii) a pretrial detention facility;

(iv) for juveniles -- (I) held awaiting trial; (II) residing in such facility or institution for purposes of receiving care or treatment; or (III) residing for any State purpose in such facility or institution (other than a residential facility providing only elementary or secondary education that is not an institution in which reside juveniles who are adjudicated delinquent, in need of supervision, neglected, placed in State custody, mentally ill or disabled, mentally retarded, or chronically ill or handicapped); or

(v) providing skilled nursing, intermediate or long-term care, or custodial or residential care.

(2) Privately owned and operated facilities shall not be deemed "institutions" under this subchapter if -- (A) the licensing of such facility by the State constitutes the sole nexus between such facility and such State; (B) the receipt by such facility, on behalf of persons residing in such facility, of payments under title XVI, XVIII [42 U.S.C. 1381 et seq., 1395 et seq.], or under a State plan approved under title XIX [42 U.S.C. 1396 et seq.], of the Social Security Act, constitutes the sole nexus between such facility and such State; or (C) the licensing of such facility by the State, and the receipt by such facility, on behalf of persons residing in such facility, of payments under title XVI, XVIII [42 U.S.C. 1381 et seq., 1395 et seq.], or under a State plan approved under title XIX [42 U.S.C. 1396 et seq.], of the Social Security Act, constitutes the sole nexus between such facility and such State.