

**Norfolk State University Preschool Academy  
Reference Check**

\_\_\_\_\_ has been assigned to work/participate at the Norfolk State University Preschool Academy for the position indicated below. Please complete this form and return it as soon as possible. Thank you for your time.

Position assigned: \_\_\_ ECE Practicum Student/Student Teacher

\_\_\_ Work Study Student

\_\_\_ Intern Student

\_\_\_ Volunteer

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Please describe in a few sentences information regarding the above person's character, dependability, personal traits and other information that will assist us in hiring the above student.

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Title or Relationship to Applicant: \_\_\_\_\_ Contact number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reference by phone: Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Person Spoken To: \_\_\_\_\_

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