

Applicant Name: _____ Applicant Job Title: _____

GEORGIA DEPARTMENT OF CORRECTIONS

Professional Reference Check

Use this form for the selected applicant being considered to work for GDC. Please be as thorough as possible.

Return this completed document to your local Human Resources Department.

Applicant Name		Applicant 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 Applicant on the following criteria 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 Applicant eligible for rehire ☐ Yes ☐ No (If “No,” enter supporting comments in the space provided below.)

2. Does the applicant have an active disciplinary action or adverse actions to discuss before making a hiring decision? ☐ Yes (If “Yes,” enter explanation in space provided below.) ☐ No

3. What was the applicant’s last performance evaluation rating?
Rating _____ Rating Period _____
4. Is the applicant’s performance or conduct under review? ☐ Yes (If “Yes,” enter explanation in space provided below.) ☐ No

5. Is the applicant under an internal investigation? ☐ Yes (If “Yes,” enter explanation in space provided below.) ☐ No

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

Does the employer being contacted meet the definition of an institutional employer¹?

☐ No (Skip next question and complete "Reference Check Completed by") ☐ Yes

The Georgia Department of Corrections (GDC) is required to conduct background checks on all applicants and employees who may have direct contact with inmates, residents or inmate populations as a requirement 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	

¹(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.