



# Reference Form

Enclose this reference in a sealed envelope, sign the envelope across the seal, and return it to the applicant.

### TO THE APPLICANT:

Complete this section of the form and direct it to one of the individuals listed on your application as a reference. Provide the person an envelope labeled "Reference for Applicant Applicant's Name" in which to seal the reference. Have the person return the sealed envelope to you. Enclose the sealed envelope containing the reference with your complete application.

Print clearly or download this application from our web site at <http://www.wcpss.net/employment.html> and complete it as an MSWord document

APPLICANT'S FULL NAME: \_\_\_\_\_

APPLICANT'S ADDRESS \_\_\_\_\_

APPLYING FOR A POSITION AS: \_\_\_\_\_

PERSON COMPLETING REFERENCE FORM: \_\_\_\_\_

### TO THE REFERENCING INDIVIDUAL:

Place this completed form in an envelope labeled "Reference for Applicant Applicant's Name." Sign your name across the sealed flap. Return the sealed envelope to the applicant who will submit it with his/her complete application.

Please respond to each of the areas below, giving your candid opinion of the applicant's qualifications for the position indicated above. Narrative comments on the back are welcome if you desire to elaborate. This information will be maintained in a separate pre-employment file and will not be made available to the employee except under subpoena or court order. Thank you for your assistance.

### Complete this section for all applicants:

Check the level at which the applicant consistently performs.	Superior 5	Above Expectations 4	At Expectations 3	Below Expectations 2	Unsatisfactory 1
Character (general conduct, ethics, morals)					
Personal appearance (dress, grooming)					
Energy level					
Personality					
Voice quality					
Tact					
Self-control					
Enthusiasm					
Willingness to accept criticism					
Ability to work without close supervision					
Ability to work closely with others					
Dependability					
Promptness and thoroughness					
Overall attitude					
Loyalty and cooperation					
Communication skills (oral)					
Communication skills (written)					
Decision-making skills					
Scholarship					
Initiative					

### Complete this section for teacher applicants only:

Management of instructional time					
Management of student behavior					
Presentation of instruction					
Monitoring of students performance					
Provision for feedback to students					
Evidence of planning, use of resources					
Interaction with students					
Interaction with co-workers					
Assumption of non-instructional duties					
Oral presentation skills					
Evidence of professional growth					
Enthusiasm for teaching					