

CITRUS COUNTY SCHOOL BOARD

Human Resources Department

1007 W. Main Street, Inverness, FL 34450 Phone: (352) 726-1931 Fax: (352) 726-4418

INSTRUCTIONAL REFERENCE FORM

APPLICANT: PLEASE COMPLETE THIS SECTION AND PROVIDE THIS FORM TO EACH REFERENCE. You must provide **three** professional references including your current and/or last supervisor or principal to be considered for employment.

Name of Applicant: _____ Maiden Name/A.K.A _____

Position(s) applied for: _____

I authorize the addressed individual to give information regarding my employment, job performance, and any other information he or she may have about me to the Citrus County School District. I do hereby release the addressed individual connected therewith from all liability for any damage whatsoever incurred in furnishing such information.

Signature of Applicant

Date

TO BE COMPLETED BY PREVIOUS EMPLOYER: The applicant named above is applying for a position with the Citrus County School District and is requesting that you provide reference information.

1. What was the applicant's position with your company/organization? _____
2. Please provide employment dates: From _____ To _____
3. Would you rehire this person if you had a vacancy? Yes No
4. To the best of your knowledge has this person ever been denied a contract? Yes No

Based on your professional judgment of the applicant as a candidate for the position indicated above, please mark [X] the applicable rating of the characteristics shown below.

Professional/Personal Qualities	Outstanding	Exceeds Standards	Meets/Met Applicable Standards	Below Acceptable Standards	Not Observed or No Basis for Judgment
Quality of work/work habits					
Communicates effectively and correctly					
Ability to work with others					
Dependability					
Planning and preparation					
Attendance record					
Punctuality					
Attitude					
Initiative					
Cooperation					
Personal appearance					
Judgment					
Commitment and enthusiasm for teaching					
Classroom management and control					
Ability to work/establish rapport with children					
Variety/use of methods and techniques					
Competency in academic field					

Indicate your overall recommendation of this applicant for the position indicated above:

- Highly recommend Recommend Recommend with reservations Do not recommend

Do you know any reason this person should not work around children? Yes No If yes, please elaborate below:

Additional Comments: _____

Printed Name of Reference: _____ Company Name: _____

Your Title/Position while supervising the applicant: _____

Signature of Reference: _____ Date: _____

Address: _____ Phone Number: _____

PLEASE FORWARD DIRECTLY TO THE HUMAN RESOURCES DEPARTMENT – DO NOT RETURN TO THE APPLICANT