

CITRUS COUNTY SCHOOL BOARD

Human Resources Department

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

SUPPORT / SUPPORT SUBSTITUTE REFERENCE FORM

APPLICANT: PLEASE COMPLETE THIS SECTION AND PROVIDE THIS FORM TO EACH REFERENCE. You must provide **one** professional reference from your current and/or last supervisor 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 recommend/rehire this person if you had a vacancy? 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 | | | | | |
| Interest and enthusiasm | | | | | |
| Cooperation | | | | | |
| Personal appearance | | | | | |
| Judgment | | | | | |
| Maintains safe work habits | | | | | |
| Ability to follow written and oral instruction | | | | | |
| Ability to work/establish rapport with children | | | | | |

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