

## REFERENCE FORM

### PART I- TO BE COMPLETED BY APPLICANT AND GIVEN DIRECTLY TO YOUR REFERENCE FOR COMPLETION

I am applying for a position as \_\_\_\_\_ with Talbot County Public Schools. To aide the consideration of my candidacy, please complete the form below and return it in a sealed envelope. I authorize you to provide this recommendation with the understanding that it is confidential and becomes the property of Talbot County Public Schools.

SIGNATURE:	PRINTED NAME:	DATE:
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### PART II- TO BE COMPLETED BY WRITER OF RECOMMENDATION

TYPE OF POSITION HELD BY APPLICANT:	APPLICANT'S DATES OF SERVICE					
	FROM:			TO:		
	DAY	MO.	YEAR	DAY	MO.	YEAR
INTERRUPTIONS IN SERVICE:						
REASON FOR LEAVING:						

### PART III- PERFORMANCE RATING

PLEASE CHECK THE APPROPRIATE BOX	HIGHLY PROFICIENT	EFFECTIVE	MARGINAL	UNSATISFACTORY
Pride in work				
Relations with Co-Workers				
Relations with Children				
Relations with Clients/Customers				
Attendance/Punctuality				
Dependability				
Ability to Organize Work				
Reaction to Supervision				
Communication Skills				

**Would you employ/re-employ this applicant?**

**YES**

**NO**

**Comments:**

SIGNATURE:	PRINTED NAME:	DATE:
TITLE:	NAME OF BUSINESS OR SCHOOL DISTRICT:	
SIGNATURE:		PHONE NUMBER:

**Use the area below for additional comments or if there is no prior work history with applicant. Please fill out character reference below as well.**