



Reference Form

Personnel Office
 12 Magnolia Street
 P.O. Box 1029
 Easton, Maryland 21601
 Telephone: (410) 822-7557
 Fax: (410) 822-9542
 Website: www.tcps.k12.md.us

...each student will learn, grow and succeed.

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 aid 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: <i>Month/Day/Year</i>	To: <i>Month/Day/Year</i>
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

Use page 2 of form for additional comments or if there is no prior work history with applicant. Please fill out character reference on page 2 of the form.

Signature	Name-Typed or Printed	Date
Title	Name of School District or Business	
Signature	Phone	



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