

Administrative Reference Form

Talbot County Public

12 Magnolia Street, P.O. Box 1029
Easton, MD 21601-1029

Phone (410) 822-7557 Fax: (410) 822-9542

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 School. To aid the consideration of my candidacy, please complete the form below and return it in the enclosed pre-addressed 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: _____
Month/day/year Month/day/year

Interruptions in service: _____
Reason for leaving: _____
Salary \$ _____ per _____

PART III – PERFORMANCE RATING

PLEASE CHECK THE APPROPRIATE BOX	HIGHLY PROFICIENT	EFFECTIVE	MARGINAL	UNSATISFACTORY
Pride in Work				
Supervisory Abilities				
Relations with Children				
Relations with Clients/Customers				
Attendance/Punctuality				
Dependability				
Ability to Plan and Coordinate Work				
Communication Skills - Written & Verbal				
Financial Management Ability				

Would you employ/re-employ this applicant? Yes _____ No _____

Use back of form for additional comments or if there is no prior work history with applicant please fill out a character reference on the back of the form:

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

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