

CLASSIFIED PERSONNEL REFERENCE FORM

To: _____
Name of Reference

Street
City
State
Zip

I have submitted an application for a position with the Cleburne County Board of Education in Heflin, AL. I would appreciate you completing this reference form and mailing the form in the enclosed stamped envelope to: Cleburne County Board of Education, Attn: Human Resources, 141 Davenport Drive, Heflin, AL 36264.

Applicant Last Name,
First Name
Middle or Maiden Name

Applicant Signature
Position
Date

	Superior	Above Average	Average	Below Average	Unacceptable	Unknown/Not Observed (Please Explain)
<u>Personal Qualities:</u>						
Personal Grooming						
Poise and Self confidence						
Emotional Stability						
Initiative and enthusiasm						
Acceptance of criticism						
Trustworthiness						
<u>Responsibilities:</u>						
Accuracy and punctuality of reports/attendance						
Following school policies/procedures						
Willingness to learn, grow, make adjustments						
Use and care of equipment/facilities						
Competency and proficiency in field						
<u>Others:</u>						
Rapport with children						
Rapport with colleagues/co-workers						
Ability to communicate/work with others						
Effectiveness in group setting						

In what capacity do you know the applicant? _____

Name of employer during observation of applicant: _____

Would you employ this applicant? ___ Yes ___ No

If you previously employed this applicant, would you rehire this applicant if you had a vacancy? ___ Yes ___ No

Should we telephone for further information? ___ Yes ___ No Telephone Number _____

Additional Comments: _____

Reference Signature _____

Date _____