Baltimore City Public Schools
Office of Human Capital
200 E. North Avenue, Room 110
Baltimore, MD 21202
Phone: 410-396-8885; Fax: 410-545-0897

PROFESSIONAL REFERENCE FORM

PART I - TO BE COMPLETED BY APPLICANT

Applicant's Name_____

Address _____

The person named above has applied for a position as _____with the Baltimore City Public School System. He/she requests and authorizes you to release references and provide the information requested below. (This information will be kept confidential and will not be divulged to the applicant.)

Applicant's Signature_____ Date_____

PART II – TO BE COMPLETED BY REFERENT

Position held by Applicant_____ From_____ To_____

List specific duties, responsibilities, tasks performed, and include an overall evaluation of performance. Use reverse side to complete, if additional space is necessary.

_____

_____

_____

Professional and Personal Qualities: 1=Excellent; 2=Acceptable; 3=Not Acceptable; 4=Unable to evaluate (Circle One)

Knowledge and Competency	1 2 3 4	Attendance	1 2 3 4	Written Communication	1 2 3 4
Initiative and Ambition	1 2 3 4	Punctuality	1 2 3 4	Verbal Communication	1 2 3 4
Judgment	1 2 3 4	Professional Approach	1 2 3 4	Sensitivity to Others	1 2 3 4

1. Would you re-employ? ❑ Yes ❑ No If no, please state the reason _____

2. Is applicant under contract? ❑ Yes ❑ No If yes, when does contract end? _____

3. Do you know of any reason(s) why this applicant would not be a desirable staff member? If yes, please state your reason.

_____

_____

The information supplied in Part II of this form is true and complete to the best of my knowledge.

Name _____ Title _____

Business Name _____ Phone #_____

Business Address _____

Signature _____ Date _____

BCPSS IS AN EQUAL OPPORTUNITY EMPLOYER DEDICATED TO A POLICY OF NON-DISCRIMINATION ON THE BASIS OF RACE, COLOR, RELIGION, CREED, NATIONAL ORIGIN, AGE, VETERAN STATUS, MARITAL STATUS, CITIZENSHIP, DISABILITY, OR ANY OTHER CHARACTERISTICS PROTECTED UNDER THE LAW.

Return this form to: Baltimore City Public Schools, Office of Human Capital, 200 East North Avenue, Room 110, Baltimore, Maryland 21202