

## CLASSIFIED REFERENCE FORM

Applicant's Full Name: \_\_\_\_\_ Applicant's Email: \_\_\_\_\_  
 Applicant's Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Name of Reference: \_\_\_\_\_ Title: \_\_\_\_\_  
 School/Business: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### TO BE COMPLETED BY THE EVALUATOR

The applicant listed above is seeking an opportunity for employment with the Public Schools Personnel Cooperative's (PSPC) member school districts and is required to provide a reference for his/her application. A reference should be familiar with the applicant's ability, potential, and performance. **Your prompt attention in completing and returning this form to the applicant, at the address or email listed above, is greatly appreciated.** Comments can be included on an attachment if you require additional space.

**1 – Excellent    2 – Above Average    3 – Average    4 – Below Average    5 – Unsatisfactory    NK – No Knowledge**

Professional / Personal Characteristics	Rating	Effective interpersonal skills	Rating
General appearance (appropriate for position)		Quality of work	
Clarity of written/verbal communication		Acceptance of responsibility	
Character / Integrity		Technology skills	
Initiative / Follow through		Attendance/Punctuality	
Judgment / Common sense		Flexibility/Adaptability	
Response to supervision		Demonstrates increasing work related skills and knowledge	
Dependability / Reliability			

**COMMENTS REGARDING RATINGS ABOVE:**

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**PLEASE PROVIDE REQUESTED INFORMATION BELOW**

1. I have known the applicant:  As a student     As an employee     Professionally     Other \_\_\_\_\_
2. Dates of employment and/or time you have known applicant: \_\_\_\_\_ to \_\_\_\_\_ and/or number of years \_\_\_\_\_
3. What was the applicant's position in your school or business? \_\_\_\_\_
4. Do you know any reason why this person should not work around children?  Yes     No    If yes, please explain in comments section below.
5. Has there been any disciplinary action or investigation taken against the applicant concerning unprofessional conduct, incompetence, or insubordination?  Yes     No    If yes, please explain in comments section below.  
\_\_\_\_\_
6. If a vacancy existed in your school or business for which the applicant was qualified, would you consider him/her for employment?  Yes     No
7. **COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Evaluator Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Email**