

JOB REFERENCE FORM *(three references needed- reference should mail form to school)*

_____ has applied for employment at PS#1 Elementary School for the position of _____ and has listed you as a reference. We would appreciate your answering the following questions with that in mind. If your relationship with the applicant is primarily personal, you may prefer to use the back of this form for a narrative response. This information is confidential.

1. How long did the applicant work with you? Please give dates. _____

2. In what capacity? _____

3. Please describe responsibilities of the job. _____

4. Did s/he carry out the job's responsibilities to your satisfaction? Please elaborate.

5. List gifts & strengths (personal & professional).

6. List areas in which to encourage further development of capabilities (personal & professional).

7. Did personal problems interfere with work? _____ Please elaborate if needed.

8. Please evaluate the following, (please elaborate as necessary),
truly outstanding, excellent, good, average, below average, poor, no basis for judgment

Relationships with co-workers? _____

Relationship with students? _____

Relationships with parents? _____

Overall quality of work? _____

9. Would you promote or rehire this person, given the opportunity? _____

10. Did the applicant simply fulfill the requirements of the job, or did he/she go further, seeking more skills, taking more responsibilities, showing more interest?

Thank you for your time and effort. We look forward to your prompt reply. Do not hesitate to call us collect if you would prefer to speak to us by phone (310) 394-1313. Please add any other information you feel is pertinent, and feel free to send along a letter of recommendation as well. Please send to: **PS#1 Personnel Office, 1454 Euclid Street, Santa Monica, CA 90404 FAX to 310-395-1093, or email to employment@psone.org**

Name (please print) _____ Your relationship to applicant _____

Address _____ City, State, Zip _____

Tel. No. () _____ Email _____ Date: _____ 20____

Signature _____