

JOB REFERENCE FORM

May be returned via FAX (310) 395-1093, USPS, or as scanned attachment to employment@psone.org

_____ has applied for employment at PS1 Pluralistic 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. Mental health (please circle): good shaky poor. Please elaborate if needed _____

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

9. Please evaluate the following questions in terms as:
 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? _____

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

11. 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 x116. Please add any other information you feel is pertinent. Please send to attn. of: PS1 Personnel Office, 1225 Broadway, Santa Monica, CA 90404

Please print your name _____ Your relationship to applicant _____

Name of your workplace _____ Email _____

Address _____ Phone _____

Today's Date _____ Signature _____