

**JOB REFERENCE FORM**

May be returned via FAX (310) 395-1093, USPS, or as scanned attachment to [employment@psone.org](mailto: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 \_\_\_\_\_