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LAKE WALES CHARTER SCHOOLS NON-INSTRUCTIONAL PERSONNEL TELEPHONE REFERENCE FORM

To the hiring administrator: Reference checks must include the immediate past employer. In the event that the former employer cannot be reached after three attempts (documentation attached), proceed with other reference contacts provided by the candidate.

Print Name: (Last) (First) (Maiden/Middle) Social Security Number

Is seeking a _____ position in our school system. Your kindness will be very much appreciated in completing the information called for below.

Reference Contacted () Phone Number

Title of Reference Contacted Business Name

Date Business Address

Please indicate your rating of the applicant on the following traits by placing a (✓) in the appropriate boxes.

	Outstanding	Satisfactory	Needs Improvement	Unsatisfactory	Unable to Rate
Job Knowledge					
Quantity of Work					
Quality of Work					
Relations with Others					
Appearance					
Attendance/Punctuality					
Initiative/Resourcefulness					
Attitude					
Judgment					

Length of association: _____ Years _____ Months. In what capacity: _____

If former employee: Why did Applicant leave your employ? _____

Would you re-employ? _____ Comments: _____

Reference Verification Conducted By _____ Date _____