



TO BE COMPLETED BY APPLICANT

Name _____
Last First Middle/Maiden

I have applied with the Mobile County Public School System of Mobile, Alabama for the following position: _____

I authorize you to provide the Mobile County Public School System of Mobile, Alabama with information regarding my suitability for employment. I further release and hold harmless my former supervisor/employer from any action or liability for any information provided or statement made in good faith. I understand the evaluator will be providing this information on a confidential basis to the Mobile County Public School System, and not to me, and I waive any right that I may have to review this reference.

Signature _____ Date _____

CONFIDENTIAL FORM TO BE COMPLETED BY PERSON PROVIDING REFERENCE

- How long have you known the applicant and in what capacity? _____
- If you were the applicant's immediate supervisor, please give dates that he/she reported to you. _____
- Is the applicant still employed in the position where you knew him/her? _____ If not, what was his/her reason for leaving? _____
- Did the applicant receive any disciplinary action or reprimand? Yes No Not Known
- Was the applicant asked to resign? Yes No Not Known
- If a vacancy existed in your school/business for which the applicant was qualified, would you recommend him/her for employment? Yes No
If no, please explain. _____
- Are you aware of anything regarding this person's character that we should know about before we offer him/her a position? _____

Complete this section for all applicants. If applying for teacher or bus driver, also complete the applicable section. Please check the appropriate column rating	Above Average	Average	Below Average	Not Observed
Initiative – Has the quality of seeing what needs to be done and is judicious in doing it with or without directions.				
Ability to Work with Others – Has a cooperative and open minded attitude in working with others in the solution of mutual problems. Respects the opinions, abilities, and contributions of others.				
Reliability – Is consistent, dependable, and accurate in carrying responsibilities to a successful conclusion.				
Demonstrates Knowledge of the Job – Good working knowledge of job and consistently applies knowledge to accomplish assigned tasks. Maintains standards of job.				
Completes Job Requirements According to Established Timelines				
Professional Growth– Is willing to examine his/her work performance and seeks ways to improve procedures and effectiveness.				
Manages Time – Begins work promptly and makes effective use of time.				
Complete for Teachers:				
Ability to Stimulate Learning – Maintains a classroom situation which stimulates the maximum growth of individual students.				
Manages Student Behavior – Establishes classroom rules and procedures, monitors student adherence to rules and procedures, and stops inappropriate behavior using reasonable sanctions.				
Sympathetic Understanding of Children – Shows a sincere interest in children and in the solution of their problems.				
Complete for Bus Drivers:				
How well did the driver adhere to pick up/drop off schedules?				
How well did the driver maintain order and enforce safety standards?				
Rate the overall condition of the bus in the areas in which the applicant was responsible for maintaining.				

This information will be treated confidentially and must be mailed by the person completing the form – Please do NOT give form to the applicant

Name(Reference) _____ Position _____
Last First

School/Agency Name _____ Phone Number _____ Email _____

Signature _____ Date _____