

**REFERENCE REQUEST FOR CLASSIFIED STAFF
PERSONNEL DEPARTMENT
WARE COUNTY SCHOOLS**

1301 Bailey Street ~ Waycross, GA 31501
912-283-8656 Phone ~ 912-283-8698 Fax
www.ware.k12.ga.us

The individual listed below has applied for a position with the Ware County School System. Please assist the applicant by completing Part II of this reference form and returning it to the above address. Your frank estimate of the applicant's qualifications will be appreciated and treated confidentially.

PART I – TO BE COMPLETED BY THE APPLICANT

Applicant's Name: _____
Last Name
First Name
Middle Name
Social Security Number

Position Applied for:
 Secretary Bookkeeper Paraprofessional Custodian/Maintenance School Nutrition Substitute Teacher Other _____

You have my permission to complete this evaluation based on your knowledge of my background. I further understand that this information will be kept confidential by and become the property of Ware County Schools and shall not be returned to me.

 Applicant Signature Date

PART II – TO BE COMPLETED BY PREVIOUS EMPLOYERS/SUPERVISORS

Applicant's Position: _____ Full-time Part-time

Dates of Service: From (Mo./Yr.) _____ To (Mo./Yr.) _____ Total Years Employed: _____

Reason for Leaving: _____ Would you Re-Employ? Yes No

Have you observed this person's job performance? Yes No

Please check the appropriate rating for the areas that you have adequate knowledge for this applicant.					
Factors	Superior	Above Average	Average	Below Average	Unobserved
Demonstrates commitment and a professional attitude					
Fulfills responsibilities in a dependable manner					
Relationships with other employees					
Relationships with supervisors					
Attendance/Punctuality					
Plans/Prepares work effectively					
Ability to follow directions (written or oral)					
Communicates effectively (language usage, clarity, etc.)					
Utilizes a variety of skills					
Shows good judgment and willingness to assist					
Relates well with school age children					
Handles situations tactfully (common sense)					
Emotional stability					
Appearance: dress/grooming					

To your knowledge, has applicant ever resigned to avoid being terminated, or been discharged from employment? Yes No

If yes, please provide details. _____

The information that you have provided on this applicant is based on Personal Acquaintance Co-worker Worked under my supervision

Would you feel comfortable with this applicant working near your child or other children? Yes No

May we telephone you for additional information? Yes No Daytime Telephone No. _____

 Name (Print or Type) Street Address City State Zip

 Your Position Title Work Phone Extension

 Signature Date