



Department of Personnel Services
 620 East University Avenue
 Gainesville, FL 32601-5448
 Telephone: 352.955.7654, Ext. 221 or 236
 FAX: 352.955.7349

EMPLOYMENT REFERENCE

Name of Applicant: _____

Name of Evaluator: _____

Social Security No: _____

Title: _____

I authorize the evaluator to provide Alachua County Public Schools with information regarding my suitability for employment.

School/Business: _____

Signature of Applicant: _____

Telephone No: _____

Signature of Evaluator: _____

Position applying for: _____

Date: _____

The person named above has applied for a position in the Alachua County Public Schools system and listed you as a reference. Please complete the sections below and return this reference form to the applicant or to the address or fax number listed above.

TO BE COMPLETED BY THE EVALUATOR: Check one of the following: Current Employer Former Employer
 College Coordinator Supervising Teacher Professional Reference for Self Employment Other _____
(Please specify)

PLEASE RATE QUALITIES NUMBERED 1-10 FOR ALL APPLICANTS; FOR TEACHER APPLICANTS INCLUDE DIMENSIONS 11-14:

PROFESSIONAL / PERSONAL QUALITIES	Out- Standing	Above Satisfactory	Satisfactory	Needs Improvement	Not Satisfactory	Unknown	Not Applicable
1. Quality of Work							
2. Use of Time/Work Habits							
3. Ability to Work with Others							
4. Flexibility/Adaptability to Change							
5. Attendance							
6. Punctuality							
7. Communication—Oral/Written							
8. Attitude							
9. Judgment							
10. Initiative/Leadership							
TEACHER DIMENSIONS							
11. Planning							
12. Classroom Management							
13. Instructional Delivery							
14. Student Achievement							
OVERALL PERFORMANCE							

PLEASE PROVIDE REQUESTED INFORMATION BELOW:

1. I have known the applicant: As a student As an employee Professionally Other _____
(Please Specify)
2. Dates of employment and/or time you have known applicant: _____ to _____ and/or number of years _____
3. What was the applicant's position in your school or business? _____
4. Did you supervise this applicant? Yes No
5. If applicant left your organization, why? _____
6. Has there been any disciplinary action or investigation taken against the applicant concerning unprofessional conduct, incompetence, insubordination or immorality? Yes No If yes, please explain: _____
7. Do you know any reason why this person should not work around children? Yes No If yes, please explain: _____
8. If a vacancy existed in your school or business for which the applicant was qualified, would you consider him/her for employment? Yes No

ADDITIONAL COMMENTS: _____