



DISTRICT SCHOOL BOARD OF PASCO COUNTY  
 OFFICE for HUMAN RESOURCES AND EDUCATOR QUALITY  
 7227 Land O' Lakes Blvd. • Land O' Lakes, FL 34638 Telephone: (813) 794-2353 FAX: (813) 794-2151  
 EMPLOYMENT REFERENCE FORM

10/2016

**TO BE COMPLETED BY APPLICANT OR REFERENCE**

I understand that I cannot be considered for employment until three (3) completed references are included in my employment application. I have communicated with the following reference and he/she has agreed to complete this recommendation based on his/her knowledge of my abilities.

|                        |                         |                |
|------------------------|-------------------------|----------------|
| LAST NAME OF APPLICANT | FIRST NAME OF APPLICANT | MIDDLE INITIAL |
| MAIDEN NAME/AKA        |                         |                |
| POSITION APPLYING FOR  |                         |                |

**TO BE COMPLETED BY REFERENCE**

This candidate has applied for a position with the District School Board of Pasco County and has given your name as a reference. This reference form will be included in the applicant's file for review by appropriate supervisors and also may be shown to the applicant upon request. Your evaluation will be a service to this district, the applicant and our students. Please mail this form directly to the Department of Human Resources.

I have known this applicant as a/an:     employee     student     co-worker     volunteer     client/vendor

Dates of employment or length of time you have known the applicant (mm/yr): From \_\_\_ / \_\_\_ / \_\_\_ to \_\_\_ / \_\_\_ / \_\_\_

|   |  |
|---|--|
| Position or job title of applicant when employed: | Your position while supervising applicant: |
|---|--|

*Please rate the applicant in each area by placing a check mark in the rating column. If your evaluation is not based on information relating to teaching, please leave the Instructional Qualities blank. If you wish to submit additional information, please use reverse side or separate sheet. Thank you.*

|   | High        |          |          |          | Low        |
|---|-------------|----------|----------|----------|------------|
| <b>PROFESSIONAL/PERSONAL QUALITIES</b>  | <b>5</b>    | <b>4</b> | <b>3</b> | <b>2</b> | <b>1</b>   |
| Communication skills (oral, written, listening)                                 |             |          |          |          |            |
| Sympathetic understanding and treatment of children                             |             |          |          |          |            |
| Attendance/punctuality  |             |          |          |          |            |
| Ability to work with others   |             |          |          |          |            |
| Ability to accept evaluation/criticism of performance                           |             |          |          |          |            |
| Accuracy and punctuality of reports   |             |          |          |          |            |
| Appropriate attire/appearance   |             |          |          |          |            |
| Adaptability/flexibility  |             |          |          |          |            |
| Judgment/common sense   |             |          |          |          |            |
| Dependability/reliability   |             |          |          |          |            |
| Attitude/cooperation  |             |          |          |          |            |
| Leadership  |             |          |          |          |            |
| <b>INSTRUCTIONAL QUALITIES – FOR TEACHING POSITIONS ONLY</b>                    | <b>High</b> |          |          |          | <b>Low</b> |
|   | <b>5</b>    | <b>4</b> | <b>3</b> | <b>2</b> | <b>1</b>   |
| Classroom management and control  |             |          |          |          |            |
| Knowledge of subject matter   |             |          |          |          |            |
| Planning and preparation for instruction  |             |          |          |          |            |
| Delivery of instruction   |             |          |          |          |            |
| Enthusiasm for teaching/learning  |             |          |          |          |            |
| Initiative and creativity in teaching   |             |          |          |          |            |
| Effective use of methods and techniques (Curriculum, Instruction, & Assessment) |             |          |          |          |            |

|  |                        |
|--|------------------------|
| Are you comfortable with this person working with children? <input type="checkbox"/> YES <input type="checkbox"/> NO | If no, please explain: |
| I would employ or reemploy this individual: <input type="checkbox"/> YES <input type="checkbox"/> NO                 | If no, why not?        |
| Additional Comments: (Use reverse side if necessary)   |                        |

|                           |                       |
|---------------------------|-----------------------|
| PRINTED NAME OF REFERENCE | COMPANY NAME          |
| TELEPHONE#                | STREET ADDRESS        |
| SIGNATURE OF REFERENCE    | CITY, STATE, ZIP CODE |
| DATE                      |                       |