



DISTRICT SCHOOL BOARD OF PASCO COUNTY
DEPARTMENT of HUMAN RESOURCES
 7227 Land O' Lakes Blvd. • Land O' Lakes, FL 34638 Telephone: (813) 794-2353 FAX: (813) 794-2171
EMPLOYMENT REFERENCE FORM

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:
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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
PROFESSIONAL/PERSONAL QUALITIES	5	4	3	2	1
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					
INSTRUCTIONAL QUALITIES – FOR TEACHING POSITIONS ONLY	High				Low
	5	4	3	2	1
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	