



Surry County Public Schools

Personnel Office ~ P.O. Box 317 ~ Surry, VA 23883 ~ (757) 294-5229

EMPLOYMENT REFERENCE

Once Part I is completed, it is the applicant's responsibility to provide at least three references, preferably from former employers. If there is limited or no prior work experience, written character references from non-family members may be provided. Your references must complete the attached reference form in its entirety OR submit recent, original, signed and dated letters. Your participation in this process conveys your consent that the evaluator and Surry County Public Schools are released from liability for using information submitted on your behalf.

PART 1 – To Be Completed By Applicant

I, _____, am applying for the position(s) of _____ with Surry County Public Schools.

Please complete the appropriate evaluation categories that apply to your knowledge of my background and return to the above address.

Applicant's Full Name: _____

I give permission for information pertaining to my work experience and character to be released to Surry County Public Schools, and I release the evaluator and Surry County Public Schools from liability for using this information. I understand that the evaluator will be providing this information on a confidential basis to Surry County Public Schools.

Signature: _____ **Date:** _____

Type of position held by applicant: _____

Dates of Service: From (Mo./Yr.) _____ **To** _____ **(Mo./Yr.)**

Length of Service _____ **Reason for Leaving** _____



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Evaluator, please indicate in the spaces below a number for the following scale which describes your comparison of the previously named applicant with known persons of comparable experience. If you do not have such knowledge of the applicant, please write N/A.

Categories:

5 = Excellent 4 = Above Average 3 = Satisfactory 2 = Below Average 1 = Unacceptable

Personal Characteristics:

Ability to Work Effectively with Co-workers _____

Ability to Work Effectively with Supervisors _____

Willingness to Perform as a Team Member _____

Attitude/Disposition _____

Attendance/Punctuality _____

Assignment Responsibilities:

Knowledge of Assignment _____

Area Maturity of Judgment _____

Dependability _____

Self-Control _____

Ability to Communicate In Written Form _____

Ability to Communicate Orally _____

Leadership/Initiative _____

Efficiency of Routing Responsibilities _____

If this applicant were applying to you for a similar position, would you employ them? _____

Length of time under your supervision (if applicable): _____

NAME AND TITLE OF PERSON COMPLETING FORM:

Print Name: _____ Title: _____

School District/Business Name and Address _____

Contact Number: _____

COMMENTS:

Signature: _____ Date: _____



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