



PERSONNEL REFERENCE FORM

Please Return To:
 Scottsboro City Schools
 Human Resources Department
 305 S. Scott Street
 Scottsboro, AL 35768

(Please print plainly or type)

NAME OF APPLICANT _____

POSITION APPLIED FOR _____

I am applying for a position with Scottsboro City Schools. Would you please complete this reference as indicated?

The above individual has applied for employment in the Scottsboro City School System, and has provided your name as a reference. Your opinion as to his/her qualifications is requested.

Please rate the following characteristics as: 5, Outstanding; 4, Above Average; 3, Average; 2, Below Average; 1, Unsatisfactory; or Unk, Unknown.

GENERAL CHARACTERISTICS	5	4	3	2	1	UNK
1. Attitude						
2. Listening Skills						
3. Compassion / Respect for others						
4. Patience with children / students						
5. Written communication skills						
6. Verbal communication skills						
7. Flexibility						
8. Ability to handle adversity						
JOB CHARACTERISTICS	5	4	3	2	1	UNK
9. Professional behavior						
10. Professional appearance						
11. Ability to work without supervision						
12. Punctuality / Attendance						
13. Dependability to complete work						
14. Quality of work						
15. Knowledge of Field / Job						
16. Ability to use technology						

(please continue to the next page of this reference form)

What is your relationship to the applicant?

Would you hire this applicant if provided the opportunity? Why or Why Not?

What would you say is this applicant's greatest strength? Please explain.

If you had to identify one area from items #1-16 on the previous page in which this applicant could most improve, what would it be? Please explain.

Do you know of any reason why this person should not work around children? If so, please elaborate.

Please provide any additional information pertinent to the employment of this individual.

Name of Reference _____	Years Known _____
Reference Title / Position/ Company _____	
City, State _____	Phone Number _____
Email Address _____	
Signature of Reference _____	