

Please Return To:

Scottsboro City Schools Human Resources Department 305 S. Scott Street Scottsboro, AL 35768

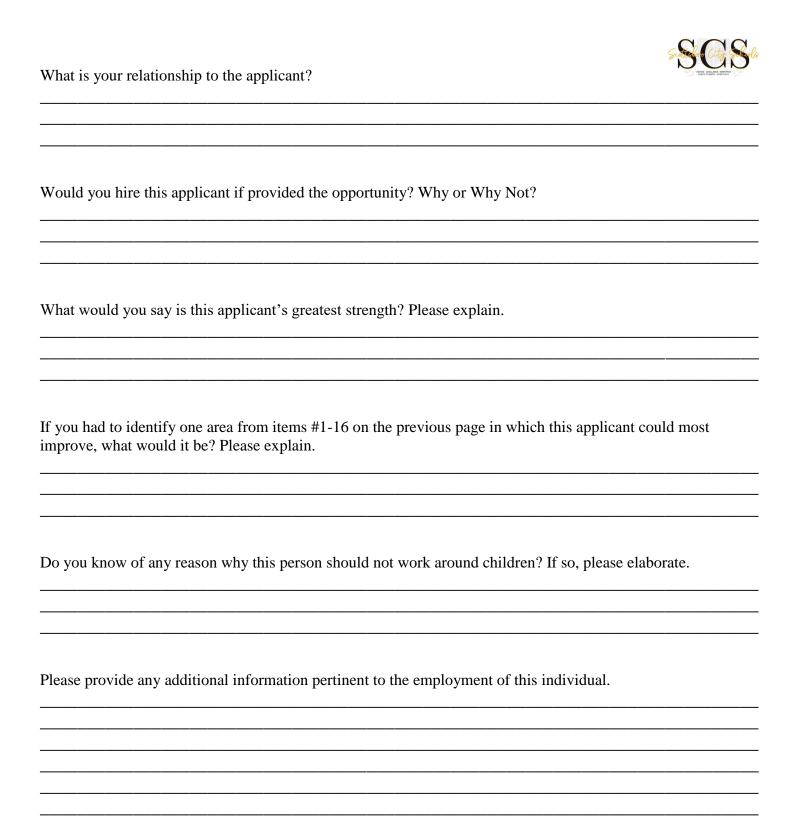
(Please print plainly or type)
NAME OF APPLICANT
POSITION APPLIED FOR
I am applying for a position with Scottsboro City Schools. Would you please complete this reference as indicated?

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						

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



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