

NOTE TO REFERENCE:
Please complete form below.

APPLICANT'S NAME: _____

MIS 5054
REV 03/06

LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER: _____

POSITION APPLIED FOR: _____

QUESTIONNAIRE

	EXCELLENT	GOOD	AVERAGE	NEEDS IMPROVEMENT	N/A
Attendance/Promptness					
Loyalty/Reliability					
Honesty/Integrity					
Attitude Toward Job/Tasks					
Relations to Supervisor/Peers					
Professional Knowledge					
Technical Skill for Job					
Actual Job/Task Performance					
Communication Skills: Oral					
Communication Skills: Written					
Ability to Work Without Direct Supervision					
Ability to Learn new Skills/ Adapt to Change					
Efficient Use of Time/Planning/ Organizing					
Judgment/Common Sense					
Willingness to Accept Authority and Direction					
Stress/Tolerance/Stability					
Sensitivity to Students					
Classroom Control/Management					
Skill as Instructor					
Voice Control					
Interpersonal Relationship Skills					

QUESTIONS AND COMMENTS

How long have you known this applicant? _____ years _____ months

Would you recommend this individual for work involving school-age children? Yes No

To your knowledge, has this individual been convicted of a crime? Yes No

If YES, what crime? _____

To your knowledge, does this individual have a problem related to drug or alcohol abuse?
 Yes No

If YES, under what circumstances or conditions? _____

Would you rehire this individual? Yes No

If NO, please give any comment that might be helpful to us. _____

What was the applicant's major responsibility while employed with you? _____

Why did applicant leave your employment? _____

What would be your over-all evaluation of this applicant? _____

Additional Comments: _____

SIGNED: _____

DATE: _____

TITLE: _____

COMPANY: _____

PHONE #: _____

EMAIL: _____

Name and Address of Reference:

Dear Sir/Madam:

I, _____ have submitted an application for a
Applicant's Legal Name
position with the School District of Okaloosa County. Please take a moment to complete the form on the reverse of this letter at your earliest convenience. I cannot be considered for employment until my references are on file. When you have completed the form, please return the reference to: School District of Okaloosa County, Personnel Services Department, 120 Lowery Place, S.E., Fort Walton Beach, Florida 32548.

I hereby authorize the addressed individual to furnish the Personnel Services Department, School District of Okaloosa County, with information regarding my suitability for employment. I do hereby release the addressed individual(s) connected therewith from all liability for any damage whatsoever incurred by furnishing such information.

Applicant's Signature

Date