

GARY COMMUNITY SCHOOL CORPORATION PERSONAL/WORK REFERENCE

B

Name of Applicant _____

has applied for a position with the GARY COMMUNITY SCHOOL CORP. in the following area(s):

(List position(s) for which you want to be considered)

Please return this form in the enclosed stamped envelope.
I authorize you to provide the GARY COMMUNITY SCHOOL CORP. with information regarding my suitability for employment.

X _____
(Signature of Applicant)

Applicant: Complete information above this line.

Reference: Complete information below this line.

1. How long have you known applicant? _____
2. If applicant was your employee, what were employment dates? _____
3. What was applicant's position? _____
4. If a vacancy existed in your school or business for which the applicant was qualified, would you recommend him or her for employment?

5. Do you know of any reason why this candidate should not be employed? _____

Professional/Personal Qualities	Excellent	Very Good	Good	Fair	Poor	Unknown
Quality of Work/Work Habits						
Ability to Work with Others						
Ability to Learn						
Dependability/Attendance						
Attitude						
Judgement/Common Sense						
Initiative						
Health/Emotional Stability						
Personality						
Personal Appearance						

Additional Comments
(Use additional paper, if necessary)

Please include a phone number where you may be reached to verify this reference. () _____

Name _____ Signature _____
(Please type or print)

Position _____ School/Agency _____ Date _____

CONFIDENTIAL - WILL NOT BE SHARED WITH CANDIDATE.