

**UNION COUNTY PUBLIC SCHOOLS
CONFIDENTIAL EMPLOYMENT CLASSIFIED REFERENCE FORM**

Applicant's Name: _____

Position Desired: _____

Recommender's Name: _____

Recommender's Position or Title: _____

School or Department: _____ Phone: _____

Business Address: _____

How long have you known the applicant? _____ In what capacity have you known the applicant? _____

Date of Services: _____

Principal/Supervisor: _____ Date: _____

Please rate the following	Exceeds Expectations	Meets Expectations	Needs Improvement	Unsatisfactory	Not Observed
Character, General Conduct, Ethics					
Dependability/Promptness					
Appearance (dress, grooming)					
Ability to work closely with others					
Willingness to accept criticism					
Enthusiasm toward work					
Ability to remain on task					
Handling of routine responsibilities					
Relationship with co-workers					
Relationship with supervisor					
Communication skills					

How long have you known the applicant? _____

In what capacity have you known the applicant? _____

Would you hire (or re-hire) this person for a position in your organization?

Yes	No
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Additional Comments: _____
