



**GREENVILLE COUNTY
SCHOOLS**

Human Resources

301 Camperdown Way, P. O. Box 2848 • Greenville, SC 29602-2848
(864) 355-3100 • fax (864) 355-3975 • www.greenville.k12.sc.us

REFERENCE FORM

To Applicant: All references become the property of Greenville County Schools, and are not available to candidates. Former employees of this district must provide a reference from last supervisor.
I agree for this reference to be confidential, and by signing and dating the waiver of access below, I, the undersigned, waive any right of access to this reference.

Signature _____ Date _____

Applicant _____
First Middle Last
Social Security # _____ Position Desired _____

To Reference: The applicant listed above is formally applying for a position with Greenville County Schools. As a part of the employee selection process, it is requested that each applicant forward a copy of this reference form to two persons who are familiar with his/her work ability, potential, and/or past performance. Your prompt attention in completing the items below and returning the form to us will be greatly appreciated. Your reply will be considered strictly confidential.

Name of Reference _____ Title _____

Address of Reference _____ Phone _____
Street, City, State, Zip

Signature of Reference _____

Please record a number from the following scale, which describes the applicant in comparison with persons you have known with comparable years of experience.

1 Outstanding	2 Above Average	3 Average	4 Below Average	5 Unknown
Ability to Plan & Organize			Leadership Potential	
Ability to Relate to Public			Loyalty to Administration & System	
Accuracy of Written Work			Maturity (Poise, Self-control)	
Appearance			Positive Attitude Toward Supervision	
Attendance			Professional Attitude	
Cooperation with Others			Punctuality	
Dependability			Ability to Assess Pupil Needs	
Dependability of Judgement			Ability to Develop a Conducive Learning Environment	
Effective Communication			Ability to Evaluate Pupil Progress	
Effective Management Skills			Ability to Implement Planned Instruction	
Efficiency in Routine Matters			Ability to Motivate and Relate to Pupils	
Flexibility			Ability to Plan Instructional Experiences	
Initiative (Work Independently)			Enthusiasm for Learning and Teaching	
Job Knowledge			Potential for Professional Growth	

How long and in what capacity have you known the applicant? _____

Have you seen the applicant teach or work with children? No Yes NA

Is this a person you would like to have work with your child? No Yes NA

Would you employ or re-employ this applicant? No Yes

I recommend this applicant: (please check one) Highly Favorably With Reservation Not at all

Additional comments: _____