

Everett Public Schools
Applicant Reference Form

NOTE TO APPLICANT: It is YOUR responsibility to distribute this Form to current and/or past supervisor(s).
Please complete Section 1 and then forward to the individual you have selected to provide your confidential reference.

SECTION 1 - TO BE COMPLETED BY APPLICANT

I, _____ am an applicant with the Everett Public Schools. Please state frankly your opinion of my abilities on the form below. Thank you for your assistance.

I hereby authorize Everett Public Schools to conduct reference checks to obtain information relating to my application of employment with no liability arising therefrom. I am advised that the reference checks may include information on my character, general reputation and personal characteristics as they may relate to my ability to perform the job for which I am applying.

Signature of Applicant

SECTION 2 - TO BE COMPLETED BY CURRENT AND / OR PAST SUPERVISOR

What was your title at the time you worked with this applicant?

_____ (Title) _____ (Company Name / School District)

From: _____ To: _____
(Date) (Date)

EVALUATION:

How long have you known this applicant? _____

Applicant's reason for leaving this position: _____

In what capacity do you know this person? _____

Is this Applicant eligible for re-employment? _____

On a scale of 0 – 4 how would you rate the applicant's job performance?

PLEASE COMPLETE FOR ALL APPLICANTS:

0 – Not observed 1 – Does Not Meet Expectations 2 – Below Expectations 3 – Fully Meets Expectations 4 – Exceeds Expectations

	0	1	2	3	4
Understands assigned tasks					
Utilizes effective oral and written communication					
Uses professional judgment					
Collaborates with co-workers, administrators and supervisors					
Develops positive relationships with students					
Develops positive relationships with co-workers and supervisors					
Uses sick or personal leave appropriately					
Demonstrates organizational skills					
Demonstrates punctuality					
Exhibits creativity and resourcefulness					
Maintains a flexible and positive attitude					

	0	1	2	3	4
Manages work assignments effectively					
Exhibits dependability					
Accepts additional responsibilities					
Understands / appreciates multicultural and diverse populations					
Displays positive behavior management / discipline strategies					
Demonstrates technological literacy					

PLEASE COMPLETE IN REGARD TO TEACHER APPLICANTS ONLY:

0 – Not observed 1 – Does Not Meet Expectations 2 – Below Expectations 3 – Fully Meets Expectations 4 – Exceeds Expectations

	0	1	2	3	4
Exhibits good teaching strategies					
Has knowledge of subject matter					
Uses effective classroom management techniques					
Utilizes formative and summative assessments					
Commitment to student achievement					
Plans for instruction					

Areas of Strength _____

Areas that need improvement _____

Has this person ever received a letter of direction or reprimand? ___ Y ___ N ___ Not Applicable / Unknown

Did the employer ever consider taking action to demote, suspend, non-renew, or dismiss the employee? ___ Y ___ N ___ Not Applicable / Unknown

Was this person ever involved in an incident that resulted in injury to a student or co-worker? ___ Y ___ N ___ Not Applicable / Unknown

Would you want this person supervising / working with your child or children you know well? ___ Y ___ N

If you had an opening in a similar position, would you employ this person? ___ Y ___ N

Comments: _____

Name: _____ Signature: _____

Organization: _____ Position/Title: _____

Date Reference Completed: _____ Phone Number: _____

Please return this completed form to Human Resources:

Email: Employmentsrv@everettsd.org

Fax: 425-385-4102

Mail: 3900 Broadway, Everett, WA 98201