 Rockdale County Public Schools

**Classified Reference Form**

Attn: Human Resources

954 N. Main Street

P.O. Box 1199

Conyers, Ga 30012

Phone: 770.483.4713

Fax: 770.761.1455

Email: Dbohanon@rockdale.k12.ga.us

Personal Information

Name of Applicant:       SSN#:      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:       Home Phone #:      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Work Phone #:      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position Applied For:      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergency Contact Name & Phone Number:      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I authorize you, as my reference to release any and all information you may have concerning my past job performance or my suitability for the position for which I am applying. I understand this information is confidential and not available for my review. I hereby release you and the Rockdale County Public School System from any and all liability which could result from providing the information requested or from its use in the employee selection process.

Applicant’s Signature:       Date:      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**To the Reference:**

The above named applicant has applied for a position in the Rockdale County Public School System and has listed you as a reference. Your evaluation will be a service to this office, the applicants and the children in our system.

**PL E ASE DO NOT RETURN THIS FORM TO THE APPLICANT**

This is confidential information and will not be shared with the applicant. Please complete and submit this form as quickly as possible. Should you need additional information, call or write Classified Personnel. Please check in the appropriate column the facts about which you have adequate knowledge. Rate the applicant in relation to all employees or individuals you have known.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | NOTOBSERVED | LOW ER 25%POOR | MI DD LE 50%AVER/\GE | TO P 20 %GOOD | T OP 5%SUPER |
| Exhibits dependability |  |  |  |  |  |
| Reliable and prompt with task/assignments |  |  |  |  |  |
| Accepts evaluation of performance |  |  |  |  |  |
| Exhibits positive attitude |  |  |  |  |  |
| Learns new skills easily |  |  |  |  |  |
| Exhibits tact and self-control |  |  |  |  |  |
| Would work well in above position |  |  |  |  |  |
| Cooperates with other employees |  |  |  |  |  |
| Cooperates with supervisors |  |  |  |  |  |
| Attitude toward customers/clients |  |  |  |  |  |
| Promptness. neatness, accuracy w/records and reports |  |  |  |  |  |
| Exhibits qood attendance/punctuality |  |  |  |  |  |
| Exhibits productivity |  |  |  |  |  |
| Effective in pursuinq tasks to completion |  |  |  |  |  |
| Ability to work independently |  |  |  |  |  |
| Demonstrates efficiency in routine matters |  |  |  |  |  |
| Demonstrates loyalty to employers |  |  |  |  |  |
| Maintains confidentiality of information |  |  |  |  |  |
| Uses company equipment/resources appropriately |  |  |  |  |  |

**Classified Reference Form (Continued)**

Applicant’s Name:      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. My contact with this applicant is/was: [ ]  Almost Daily [ ]  Frequently [ ]  Infrequently
2. Information given on the applicant is based on (no relatives): [ ]  Friend [ ]  Co-Worker [ ]  Supervisor [ ]  Other:      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Have you observed this person work? [ ]  Yes [ ]  No Comments:      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Check the appropriate blank following each question and write in or attach an explanation as needed:

|  |  |  |
| --- | --- | --- |
|  | **YES** | **NO** |
| The Rockdale County Board of Education seeks to employ persons of the highest moral/social attitudes, behaviours and habits. In your opinion, does this applicant possess/exhibit these high standards  | [ ]  | [ ]  |
| Is this a person you would like to have work around/with your child or a child to whom you are very close? | [ ]  | [ ]  |
| With your present knowledge, would you employ or re-employ this person in a school or organization for which you are responsible? | [ ]  | [ ]  |
| To your knowledge, has this person ever been asked to resign, resigned to avoid being terminated, or been fired from any employment? **(Please provide explanation in comments section)** | [ ]  | [ ]  |

Comments:      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Please check the words which best describe the applicant. Please add any others under the comments section.

[ ] Outgoing [ ] Hard-Worker [ ] Trustworthy [ ] Serious [ ] Shy [ ] Motivated [ ] Determined

[ ] Complacent [ ] Confident [ ] Reserved [ ] Passive [ ] Tolerant [ ] Congenial [ ] Caring

[ ] Cooperative [ ] Inquisitive [ ] Energetic [ ] Dependable [ ] Casual [ ] Assertive [ ] Careless

[ ] Cheerful [ ] Mature [ ] Creative [ ] Sensitive [ ] Competent [ ] Negligent [ ] Loyal

[ ] Thorough [ ] Quiet [ ] Concerned [ ] Friendly [ ] Enthusiastic [ ] Initiator [ ] Slack

[ ] Self-Centered [ ] Dedicated [ ] Well-Groomed [ ] Aggressive [ ] Innovative [ ] Relaxed [ ] Leader

Comments:      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Please check your overall rating of this applicant below:

|  |  |  |  |
| --- | --- | --- | --- |
| **Unsatisfactory** | **Below Average** | **Above Average** | **Superior** |
| [ ] 1 | [ ] 2 | [ ] 3 | [ ] 4 | [ ] 5 | [ ] 6 | [ ] 7 | [ ] 8 | [ ] 9 |

**Name of Reference:**      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Position:**      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Company/Department:**      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address:**      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Work Phone # :**       \_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Home Phone # :**      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Comments:**      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reference’s Signature:**       \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_