

**GREENE COUNTY SCHOOL SYSTEM**  
**220 Main Street Eutaw, Alabama 35462**  
**CONFIDENTIAL REFERENCE FORM**  
**Part 1 – To be Completed by Applicant**

Evaluator Name (Last)	(First)	(MI)	Applicant Name (Last)	(First)	(MI)
Evaluator Address (Street/Apt.#)			Applicant Maiden Name		
(City)	(State)	(Zip Code)	Applicant Social Security Number		

**Check one of the following:** \_\_\_\_\_ **SUPERVISING TEACHER** \_\_\_\_\_ **COLLEGE PROFESSOR** \_\_\_\_\_ **CURRENT/FORMER EMPLOYER** \_\_\_\_\_ **PERSONAL**  
 I authorize you to provide the Greene County School System with information regarding my suitability for employment.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

The person named above has applied for a position in the Greene County School System and listed you as a reference. Your evaluation will be a service to this office, the applicant, and the children in our system. This evaluation will **NOT** be shared with the applicant.

**PLEASE DO NOT RETURN THIS FORM TO THE APPLICANT.**

Please complete the sections below and return this reference form to the address listed below as quickly as possible. Place an "X" in the appropriate column for the factors about which you have adequate knowledge. Rate the applicant in relation to all employees or individuals you have know and/or supervised.

**Part 2 – To be Completed by Evaluator**

<b>PERSONAL TRAITS</b>	Excellent	Good	Fair	Poor
Attendance/Punctuality	_____	_____	_____	_____
Character	_____	_____	_____	_____
Cooperative	_____	_____	_____	_____
Dependability	_____	_____	_____	_____
Dresses Appropriately	_____	_____	_____	_____
Initiative	_____	_____	_____	_____
Reliability	_____	_____	_____	_____
Self-Control	_____	_____	_____	_____
Sound Judgment	_____	_____	_____	_____
Tact	_____	_____	_____	_____

<b>PROFESSIONAL TRAITS</b>	No Opportunity To Observe	Excellent	Good	Fair	Poor
Ability to Work with Parents/Community	_____	_____	_____	_____	_____
Classroom Management Skills	_____	_____	_____	_____	_____
Communication Skills	_____	_____	_____	_____	_____
Enthusiasm for Teaching	_____	_____	_____	_____	_____
Instructional Techniques/Methods	_____	_____	_____	_____	_____
Job Performance	_____	_____	_____	_____	_____
Knowledge of Subject Matter	_____	_____	_____	_____	_____
Lesson Planning and Preparation	_____	_____	_____	_____	_____
Sensitivity to Individual Student Needs	_____	_____	_____	_____	_____

PLEASE RECORD YOUR OVERALL EVALUATION OF THIS APPLICANT BY CHECKING THE APPROPRIATE BOX ON THE SCALE.

EXCELLENT		GOOD			FAIR			POOR	
10	9	8	7	6	5	4	3	2	1

**PLEASE PROVIDE REQUESTED INFORMATION BELOW:**

- I have known the applicant: \_\_\_\_\_ as a student \_\_\_\_\_ as an employee \_\_\_\_\_ personally
- Dates of employment or time you have known applicant: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ to \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ / \_\_\_\_\_  
Month Year Month Year
- Applicant's position or job title at the time of employment: \_\_\_\_\_
- Your title at the time you supervised this applicant: \_\_\_\_\_
- Would you consider hiring (re-hiring) this applicant? \_\_\_\_\_ Yes \_\_\_\_\_ No
- Applicant is best suited for what position? \_\_\_\_\_
- If former employee, why did applicant leave your employ? \_\_\_\_\_
- Please provide any additional comments on applicant, using reverse side if necessary.
- Would you prefer for us to call you for additional information? \_\_\_\_\_ Yes \_\_\_\_\_ No Telephone number: (\_\_\_\_) \_\_\_\_\_

Evaluator's Signature \_\_\_\_\_ Date \_\_\_\_\_ Position /Title \_\_\_\_\_

**You may FAX this Reference Form to (205) 372-3247 or return it in your company/school letterhead envelope to:**

**Greene County School System**  
**Office of Superintendent**  
**220 Main Street**  
**Eutaw, Alabama 35462**