



Name of Applicant: _____
 Address of Applicant: _____

Professional Reference Form for Applicants

THIS FORM IS CONFIDENTIAL – DO NOT RETURN TO APPLICANT

NOTICE TO APPLICANTS: *It is the responsibility of the applicant applying for a position to distribute this form to the reference of his/her choice. We are unable to accept a reference from family members. Print your name on the form where indicated.*

NOTICE TO PROVIDERS OF REFERENCES: The applicant noted on this form has authorized ESD 105 to inquire with all the references he/she has provided and keep the results confidential.

_____ has applied for a position with ESD 105.
 (Name of Applicant)

We are asking you to evaluate the applicant on the checklist below.

If a former employee, employment dates: _____ How long have you known candidate? _____

In what capacity did applicant work for you? _____ Where? _____

What was your title at the time? _____

Basis for evaluation: Served as supervisor/evaluator. How long? _____
 Observed applicant as colleague. How long? _____
 Observed applicant in community activities. How long? _____

Comments: _____

NOTE: Please rate this applicant in each of the following categories by comparing this individual with others you have observed or from whom you have had evaluative responsibility. Check only one column per line.

CATEGORY	Low			High	
	1	2	3	4	5
1. Knowledge and Interest in Work Assignment: Demonstrates sufficient skill level and knowledge to complete assigned tasks; demonstrates a positive attitude toward his/her job; receptive to new ideas and changes; regular attendance; a willingness to accept extra assignments.					
2. Work Area Management: Manages materials and time in a responsible manner; develops a systematic and efficient schedule for routine work and maintains work schedule to meet deadlines.					
3. Commitment to Accomplishment: Demonstrates awareness of professional strengths, needs and limitations; seeks opportunities to become involved in workshops, inservice and career development. Exerts effort to attain goals and desires results. Organizes ideas, time materials and space in a way that accomplishment occurs. Demonstrates an attitude toward professional plans/goals and evidence of self -motivation. Is committed to professional growth.					
4. Personal Attitude: Strives to work in harmony with others; carries out supervisor's directions, ability to keep privileged information confidential; able to take initiative and make decisions; punctual; accepts and uses criticism constructively.					
5. Public Relations: Ability to get along with people (staff, public) by consistently using tact, consideration, courtesy and helpfulness; maintains cordial yet businesslike atmosphere in the workplace by being a courteous listener and able to terminate non-productive/social conversations.					
6. Modeling Appropriate Behavior: Encourages respect and confidence of supervisors, subordinates, and peers. Maintains professional demeanor, behavior and attire. Models appropriate employment behavior.					

Comments (if additional space is needed, please attach a separate sheet) _____

Name (Print/Type) _____ Signature _____

Date _____ Address _____

Phone _____

PLEASE RETURN TO: Educational Service District 105
 Human Resources Department
 33 South Second Avenue
 Yakima, WA 98902

A COMPLETED FORM IS CONFIDENTIAL AND WILL NOT BE SHARED WITH THE APPLICANT OR OTHERS NOT INVOLVED IN THE EMPLOYMENT PROCESS