

Mr. Robert Costley
Superintendent



BUTTS COUNTY SCHOOLS

181 North Mulberry Street
Jackson, Georgia 30233

<http://www.butts.k12.ga.us>

Telephone (770) 504-2300
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SUBSTITUTE TEACHER APPLICANT REFERENCE FORM

Please return completed form to: HUMAN RESOURCES, 181 N MULBERRY STREET JACKSON, GA 30233

_____ is an applicant for a position with Butts County Schools. The information that you provide will help us make important staffing decisions. Thank you for your time and input.

Please answer the questions below:

Employer/Company Name: _____

What position did the applicant occupy? _____

Between what dates did you work with the applicant? (Or between what dates have you known the applicant's work?) _____

In what capacity did you work with the applicant? _____

	1 (Low)	2	3	4	5	Comments/Remarks
1. Ability to work with others						
2. Adheres to policies, procedures and rules						
3. Character, honesty, integrity						
4. Communication skills						
5. Demonstrates trustworthiness and loyalty						
6. Energy level						
7. Exhibits poise, tact and self-control						
8. Initiative						
9. Judgment and common sense						
10. Personal appearance						
11. Positive attitude						
12. Relates to students in an appropriate manner						
13. Takes pride in work						
14. Timeliness, attendance and punctuality						

On a scale of 1 to 10 (low to high), how would you compare the applicant to other employees you have supervised or worked with in similar positions? _____

If the applicant were to apply/reapply for employment in your organization today, would you recommend hire/rehire? YES/NO

Do you know of any reason why the applicant should not be employed to work with children? YES/NO

Can you think of any further information that would help us in our decision regarding employment of this applicant? _____

Signature of Person Completing this Form

Title

Date

Address

City

State

ZIP

Area Code

Telephone Number