

HILLSBOROUGH COUNTY, FLORIDA PUBLIC SCHOOLS

APPLICATION CENTER
1202 East Palm Avenue, Tampa, FL 33605

EMPLOYMENT REFERENCE FORM

SECTION A:

APPLICANT: PLEASE COMPLETE THIS SECTION AND PROVIDE THE FORM TO EACH REFERENCE. Provide two professional references: current and/or last supervisor or principal; **recent education major graduates:** directing teacher and principal of internship school. **Applicants who have never been employed should provide two personal references. (other than relatives)**

I release any individual from any liability relating to disclosure of personnel records and appraisals of my performance while providing complete references to Hillsborough County Public Schools, FL. I further acknowledge that a copy of this document is as valid as the original.

Print Name: _____

Signature: _____ Date: _____

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NAME OF REFERENCE: _____

Address: _____

City/State/Zip _____ Telephone (_____) _____

The individual named above has applied for a position as _____ with Hillsborough County Public Schools, FL. As part of the application process, he/she has identified you as an individual / professional who can provide a reference.

SECTION B:

REFERENCE: PLEASE COMPLETE THIS SECTION AND RETURN TO THE APPLICATION CENTER.

List job title held under your supervision: _____

Dates of employment under your supervision: ____/____/____ to ____/____/____

Would you re-employ this person? Yes ☐ No ☐

4 = Excellent 3 = Good	2 = Average 1 = Fair	0 = Poor N/A = No Basis for Evaluation	4	3	2	1	0	N/A
Professional Appearance								
Communication Skills								
Cooperation and Dependability								
Emotional Stability								
Mature Judgment								
Attendance								
Punctuality								
Technical/Content Knowledge								
Organizational Skills								
Implementation of Plans								
Ability to Motivate Staff/Students/Others								
Rapport with Staff/Students/Others								
Motivation to "Go the Extra Mile"								
Discipline/Classroom Management								
OVERALL PERFORMANCE								

Signature of Reference

Title

Date

Return reference to: Application Center
Velasco Student Services Center
1202 East Palm Avenue
Tampa, FL 33605
(School Mail Route 7)

Be advised, per Florida Statute 119, that the applicant or other members of the public may review this form only upon specific request.