



The School District of Volusia County
 Division of Human Resources
 200 North Clara Avenue • Deland, FL 32720
 Telephone: (386) 734-7190 • Fax: (386) 626-0041

EMPLOYMENT REFERENCE FORM
Please print your information in black ink only.

TO BE COMPLETED BY THE APPLICANT

I understand that I cannot be considered for employment until my references are on file. Please complete this reference form, seal it in an official company or agency envelope bearing the logo or name and return to me. It is my responsibility to include the sealed envelope containing the reference when I submit my application.

LAST NAME OF APPLICANT	FIRST NAME OF APPLICANT	MIDDLE INITIAL
MAIDEN NAME/AKA		

TO BE COMPLETED BY THE REFERENCE

This candidate has applied for a position with the District School Board of Volusia County and has given your name as a reference. This reference form will be included in the applicant's file for review by appropriate supervisors and also may be shown to the applicant upon request. Your evaluation will be a service to this district, the applicant and our students.

I have known this applicant as a/an: employee student volunteer client/vendor

Dates of employment:	From (mm/yy):	To (mm/yy):
Position or job title of applicant when employed:	<u>Your position while supervising applicant:</u>	
Why did applicant leave your employment?		
Company policy does not permit any response other than verifying dates of employment. <input type="checkbox"/>		

Please rate this candidate in the areas listed below. A scale of 5-1 is provided with 5 representing a rating of high and 1 representing a rating of low.

Qualities	High					Low
	5	4	3	2	1	
Resourcefulness						
Ambition/initiative						
Honesty/judgment						
Health, vigor, energy						
Enthusiasm for job/position						
Ability to work with others						
Cooperation/helpfulness						
Promptness/dependability						
Value of individual to organization						
Office, classroom or other organization management						
Understanding treatment of students/fellow employees						
Planning and preparation						

Is there any reason this applicant should not work around children? <input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, please explain:
Is the applicant eligible for re-employment? <input type="checkbox"/> YES <input type="checkbox"/> NO	If no, why not?
Additional comments: (Use reverse side if necessary)	

PRINTED NAME OF REFERENCE	COMPANY NAME
TELEPHONE NUMBER	STREET ADDRESS
SIGNATURE OF REFERENCE	CITY, STATE, ZIP CODE
DATE	

The School Board of Volusia County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, political beliefs, sexual orientation or disability in any of its programs, services and activities.