



CLASSIFIED APPLICANT REFERENCE FORM

Name of Applicant:	Position:
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The applicant listed above has formally applied for a position within the Sequoia Union High School District. As part of the employee selection process, each applicant must have three references who are uniquely familiar with the applicant's ability, potential and/or past performance

Name of Reference:	Phone:
Title:	Email:
Person Completing Reference:	Position:

**PLEASE RECORD A NUMBER USING THE FOLLOWING SCALE TO RATE THIS APPLICANT IN EACH AREA:
1=Outstanding; 2=Above Average; 3=Average; 4=Below Average; 5=Unsatisfactory; NK=No Knowledge**

1. Have you observed this applicant work? Yes ____ No ____
2. In what capacity have you known this applicant? As an employee ____ As a student ____ Personally ____ Other ____
3. How long have you known the applicant? ____ years ____ months
4. Would you employ/re-employ this applicant? Yes ____ No ____
5. For this position, do you recommend this applicant: Highly ____ Favorably ____ With reservation ____ No ____

Professionalism and Communication	
Indicator	Rating
Attendance/Punctuality	
Professional attitude	
Positive attitude towards supervision	
Maturity (poise, self-control)	
Common sense/Judgement	
Cooperation with others	
Effective Communication	
Integrity	
Accuracy and dependability	
Ability to follow instructions	
Willingness to take on responsibility	
Ability to prioritize work	
Ability to meet deadlines	

Please describe the duties the candidate performed in your organization:

Describe the strengths the candidate would bring to the school/department:

What characteristics would you suggest could be worked on to improve overall performance?

Administrator's Signature

Date