

CLASSIFIED APPLICANT REFERENCE FORM

The applicant listed above has formally applied for a position within the Sequoia Union High School District he employee selection process, each applicant must have three references who are uniquely familiar with the bility, potential and/or past performance Name of Reference: Phone:	Name of Applicant:	Position:	
Email:	ne employee selection process, each applicant must		
Email:	Name of Reference:	Phone	
PLEASE RECORD A NUMBER USING THE FOLLOWING SCALE TO RATE THIS APPLICANT IN EA 1			
1-Outstanding; 2=Above Average; 3=Average; 4=Below Average; 5=Unsatisfactory; NK=No Kn 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 With reservation No lease describe the duties the candidate performed in your organization: A=Below Average; 5=Unsatisfactory; NK=No Kn	Person Completing Reference:	Position:	
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 With reservation No Bease describe the duties the candidate would bring to the school/department: 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 Professional attitude Positive attitude towards supervision Maturity (poise, self-control) Common sense/Judgement Cooperation with others Effective Communication Integrity Ability to follow instructions Willingness to take on responsibility Ability to prioritize work Ability to meet deadlines		Professionalism and Communication	
As an employee As a student Personally Other		Indicator	Rating
As an employee As a student Personally Other B. How long have you known the applicant? years months Would you employ/re-employ this applicant? Yes No For this position, do you recommend this applicant: Highly Favorably With reservation No With reservation No ease describe the duties the candidate would bring to the school/department: 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 ability to meet deadlines	applicant? As an employee As a student	Attendance/Punctuality	
Personally Other B. How long have you known the applicant?yearsmonths 4. Would you employ/re-employ this applicant? Yes No 5. For this position, do you recommend this applicant: Highly Favorably With reservation No Willingness to take on responsibility Ability to prioritize work Ability to meet deadlines ease describe the duties the candidate performed in your organization: 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 meet deadlines ease describe the duties the candidate performed in your organization:		Professional attitude	
Common sense/Judgement Cooperation with others		Positive attitude towards supervision	
applicant?yearsmonths 4. Would you employ/re-employ this applicant? Yes No 5. For this position, do you recommend this applicant: Highly Favorably With reservation No With reservation No ease describe the duties the candidate performed in your organization: Cooperation with others		Maturity (poise, self-control)	
applicant?yearsmonths 4. Would you employ/re-employ this applicant? Yes No 5. For this position, do you recommend this applicant: Highly Favorably With reservation No With reservation No ease describe the duties the candidate performed in your organization: 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 ease describe the duties the candidate performed in your organization:	 applicant?yearsmonths 4. Would you employ/re-employ this applicant? Yes No 5. For this position, do you recommend this applicant: Highly Favorably 	Common sense/Judgement	
applicant? Yes No 5. For this position, do you recommend this applicant: Highly Favorably With reservation No ease describe the duties the candidate performed in your organization: Integrity		Cooperation with others	
applicant? Yes No 5. For this position, do you recommend this applicant: Highly Favorably With reservation No ease describe the duties the candidate performed in your organization: Integrity Accuracy and dependability Ability to follow instructions Willingness to take on responsibility Ability to prioritize work Ability to meet deadlines ease describe the strengths the candidate would bring to the school/department:		Effective Communication	
Ability to follow instructions Willingness to take on responsibility Ability to prioritize work Ability to meet deadlines ease describe the duties the candidate performed in your organization: escribe the strengths the candidate would bring to the school/department:		Integrity	
applicant: Highly Favorably With reservation No Willingness to take on responsibility Ability to prioritize work Ability to meet deadlines ease describe the duties the candidate performed in your organization: escribe the strengths the candidate would bring to the school/department:		Accuracy and dependability	
With reservation No Ability to prioritize work Ability to meet deadlines ease describe the duties the candidate performed in your organization: escribe the strengths the candidate would bring to the school/department:		Ability to follow instructions	
Ability to prioritize work Ability to meet deadlines ease describe the duties the candidate performed in your organization: escribe the strengths the candidate would bring to the school/department:		Willingness to take on responsibility	
ease describe the duties the candidate performed in your organization: escribe the strengths the candidate would bring to the school/department:		Ability to prioritize work	
escribe the strengths the candidate would bring to the school/department:		Ability to meet deadlines	
	escribe the strengths the candidate would brin	g to the school/department:	?
dministrator's Signature Date			