

THE SCHOOL DISTRICT OF NEWBERRY COUNTY

P.O. Box 718
Newberry, SC 29108

REFERENCE FORM

We shall greatly appreciate your candid opinion of the applicant named below who has applied for a position in our school district and has given your name as a reference. It is our goal to recruit professionally-minded persons who love their work. We shall be grateful for your help in securing the best person available for the students in this district. Please check the descriptions that most nearly represent your opinions of this applicant in the qualities given. Any information that will help us in correctly evaluating this applicant will be appreciated. Your appraisal will be kept in strictest confidence.

Sincerely yours,

Applicant: _____

Position Desired: _____

Pamela H. Arington
Executive Director, Human Resource Services

	Superior	Above Average	Average	Below Average	Have No Knowledge
1. Ability to get along with other (including children)					
2. Technical abilities					
3. Ability to follow through on instructions					
4. Ability to communicate orally and in writing					
5. Cooperativeness					
6. Work attitude					
7. Trustworthiness					
8. Emotional Stability					
9. Physical Vigor & Health					
10. Dependability					
11. Poise & Maturity					
12. Punctuality					

OTHER RELEVANT COMMENTS: _____

Signed: _____ Date _____

Position: _____