

Non - Confidential Classified Staff - Employment Reference Request

Applicant's Name: _____ **Address:** _____

Phone: () : _____ **Position(s) Applying For:** _____

Are you related by blood or marriage to applicant? _____ yes _____ no

Please Check one:

- Current Employer
- Former Employer – Please state reason for leaving: _____
Job duties applicant performed: _____
- Co-Worker
- Other _____

Number of years _____, months _____, known applicant

Please rate the applicant based on your observations. Do not rate areas that you have not observed. Use a (√) in the rating box below:

Work Performance

Outstanding	Above Average	Average	Below Average	Adequate	Below Adequate	Poor	Unknown

Initiative

Outstanding	Above Average	Average	Below Average	Adequate	Below Adequate	Poor	Unknown

Reliability

Outstanding	Above Average	Average	Below Average	Adequate	Below Adequate	Poor	Unknown

Cooperation

Outstanding	Above Average	Average	Below Average	Adequate	Below Adequate	Poor	Unknown

Apparent Health

Outstanding	Above Average	Average	Below Average	Adequate	Below Adequate	Poor	Unknown

Emotional Stability

Outstanding	Above Average	Average	Below Average	Adequate	Below Adequate	Poor	Unknown

Personal Appearance

Outstanding	Above Average	Average	Below Average	Adequate	Below Adequate	Poor	Unknown

If the decision were yours, would you employ/re-employ this person? _____ yes _____ no

Your Signature: _____ **Employer:** _____ **Position:** _____

Street Address: _____ **City:** _____ **State:** _____ **Zip:** _____ **Phone:** _____

Office Use Only:

___ Outstanding ___ Above Average ___ Average ___ Below Average ___ Adequate ___ Below Adequate ___ Poor