

**EMPLOYMENT REFERENCE FORM—Professional Personnel**

**Applicant Information (please print)**

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First M.I.

Position Applied for: \_\_\_\_\_

**I am providing a reference for the above named applicant (please print)**

Name: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: (    ) \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_  
Street Address Suite #

\_\_\_\_\_ City State ZIP Code

**Reference Comments**

I have known the applicant as a	Employee	Co-Worker	Volunteer	Supervisor	Student	Student Teacher

Please rate the applicant by placing an "X" mark in the rating column.	HIGH				LOW	N/A
	5	4	3	2	1	
1. Planning/Organizing						
2. Communication skills						
3. Ability to follow directions						
4. Attendance/Punctuality						
5. Dependability/Reliability						
6. Appropriate attire/appearance						
7. Attitude/Cooperation						
8. Quality of work						
9. Initiative						
10. Acceptance of responsibility						
11. Knowledge of work						
12. Works well with others						
13. Compliance with safety practices						
14. Flexibility						
15. Compliance with rules and regulations						
16. Self-Motivation						
17. Works well with others						
18. Ability to utilize technology i.e. Computer applications						

Would you rehire / hire this applicant?      YES                      NO  
                                     

Is there anything else you would like to add? (use additional sheet)

**Thank You**

RETURN COMPLETED REFERENCE TO:  
 Kanawha County Schools  
 Attn: Kim Olsen  
 200 Elizabeth Street  
 Charleston, WV 25311

OR EMAIL TO:  
[kdolsen@mail.kana.k12.wv.us](mailto:kdolsen@mail.kana.k12.wv.us)