

**EMPLOYMENT REFERENCE FORM—Service 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	Student	Student Teacher

Please rate the applicant by placing an "X" mark in the rating column.	Outstanding	Above Average	Average	Below Average	Not Observed
	1	2	3	4	5
1. Planning/Organizing					
2. Communication skills					
3. Flexibility					
4. Attendance/Punctuality					
5. Dependability/Reliability					
6. Appropriate attire/appearance					
7. Attitude/Cooperation					
8. Quality of work					
9. Works well with others					
10. Initiative					
11. Acceptance of responsibility					
12. Knowledge of work					
13. Job related training					
14. Compliance with rules and regulations					
15. 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: Tabetha Gillespie  
200 Elizabeth Street Charleston, WV 25311

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