



Prince William County Public Schools REFERENCE FORM

The Prince William County Public Schools (PWCS) application process requires submission of professional references from current and previous supervisor(s). The applicant should complete Section I and forward the form to the person who will be completing the reference questions in Section II.

SECTION I (to be completed by the applicant)

DEAR _____ DATE _____
(List the individual that will be providing the reference i.e. previous/current supervisor)

I am applying for a position with PWCS. Please complete the appropriate evaluation categories that apply to your knowledge of my background and forward to the Department of Human Resources (DHR). I understand the information provided will be confidential and will not be shared with me. I waive all rights of examination.

Applicant's Name (Please Print) _____ Applicant's Signature _____

Applicant's Phone Number _____ Applicant's Social Security or PID Number _____

SECTION II (to be completed by reference provider) Please rate the following areas:

AREA	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE	UNKNOWN
Judgment	_____	_____	_____	_____
Prof. Appearance/Demeanor	_____	_____	_____	_____
Leadership	_____	_____	_____	_____
Communication Skills	_____	_____	_____	_____
Command of English Language	_____	_____	_____	_____
Conduct/Character	_____	_____	_____	_____
Initiative & Resourcefulness	_____	_____	_____	_____
Attendance/Reliability	_____	_____	_____	_____
Cooperation/Attitude	_____	_____	_____	_____
Attitude toward Superiors	_____	_____	_____	_____
Classroom Mgmt (if applicable)	_____	_____	_____	_____
Overall Effectiveness	_____	_____	_____	_____

Does the applicant have the ability to supervise others? YES ___ NO ___

Is the applicant honest and trustworthy? YES ___ NO ___

Do you know of any circumstances or personal traits that would cause the applicant to be an undesirable employee? YES ___ NO ___ If YES,

explain: _____ How long have you known the applicant? _____

Reason applicant left your employment: _____ Would you rehire the applicant? YES ___ NO ___

Comments: _____

Name (Please Print) _____ Position _____ Phone Number _____

Name of Employer (Company/ School Division) _____ Signature/Date _____ Email _____

Please Fax: 703.791.8193 or Mail to: PWCS Attn: DHR, P.O. Box 389, Manassas, VA 20108

The Prince William County School Board is committed to a policy of nondiscrimination and to the provision of equity in its educational programs, services and activities for all students and employees. The Division shall not discriminate in employment nor in the provision of educational programs, services, and activities on the basis of race, color, religion, national origin, sex, gender identity, sexual orientation, pregnancy, childbirth or related medical conditions including lactation, age, marital status, veteran status, disability, genetic information or any other basis prohibited by law. The following individual(s) will handle inquiries regarding nondiscrimination policies, including Section 504 and Title IX: Associate Superintendent for Human Resources, PWCS, P.O. Box 389 Manassas, VA 20108 (Rev.04/2021)