



**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:**

	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