

Student Summer Employment Reference Form

I am applying for a position with Prince William County Public Schools (PWCS) Student Summer Employment program. The application process requires the completion of a reference form. Please complete the evaluation in section II and return the completed reference to me. Directions for completing this form:

- The evaluation should be completed by a current teacher or school staff member.
- The applicant should complete Section I and forward the form to the person who will be completing the evaluation questions in Section II.
- Once Section II is completed, the person completing the evaluation should put the completed form in an envelope, seal it, sign across the seal, and return the envelope to the applicant.
- The applicant will bring the completed reference and a copy of the completed application to the Student Summer Job Fair.

SECTION I (to be completed by student applicant) Legal Name: Middle Initial First Name Last Name Last 4 of Social Security #_____ First Period Teacher/Subject: ___ (This information may be used to return the reference form to you). School Currently Attending: ____ Applicant's Signature: Date: **SECTION II** (to be completed by person giving reference) Teacher or School Staff Member's Name: _____ School Name: _____ Work Phone:______ Email: _____ How long and in what capacity have you known this student (i.e., teacher, guidance counselor, etc.)? What are three words that come to mind to describe this student? Please rate the applicant in following areas: Above Average Average Below Average Unknown Academic achievement Self confidence Cooperation Conduct/Character Discipline/Work Habits Attendance/Reliability Yes No Is the applicant honest and trustworthy? Do you know of any circumstances or personal traits that would be cause for concern in employing the applicant for PWCS

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Date:

Student Summer Employment? Yes No If Yes, explain:

Teacher or School Staff Signature:_