



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 applicant should complete **Section I** and forward the form to the person completing Section II.
- Section II, the evaluation, should be completed by a current teacher or school staff member.
- 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 reference and a copy of the completed application to the Student Summer Job Fair.

SECTION I (to be completed by student applicant)

Legal Name: _____		
First Name	Middle Initial	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: _____	
Position: _____	School Name: _____
Work Phone: _____	Email: _____

How long and in what capacity (i.e., teacher, counselor) have you known this student?

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	_____	_____	_____	_____

Is the applicant honest and trustworthy? Yes _____ No _____

Do you know of any circumstances or personal traits that would be cause for concern in employing the applicant for PWCS Student Summer Employment? Yes No If Yes, explain: _____

Teacher or School Staff Signature: _____ Date: _____

Prince William County Public Schools (PWCS) does not discriminate in employment nor in the provision of educational programs, services, and activities, nor tolerate bullying or harassment, on the basis of race, color, religion, national origin (including shared ancestry and ethnic characteristics), 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.