

# WAYNE COUNTY PUBLIC SCHOOLS

710 West Pine St. • Jesup, Georgia 31545  
(912) 427-1000 • Fax: (912) 427-1004

## CONFIDENTIAL CLASSIFIED REFERENCE FORM

Date(mm/dd/yyyy): \_\_\_\_\_

To: \_\_\_\_\_

Applicant: \_\_\_\_\_

SS#: \_\_\_\_\_

Position Desired: \_\_\_\_\_

Please supply the Wayne County Public School System with the requested information. I consent to the release of all reference information, and specifically release you from all liability arising from your giving the requested information about me. I waive all rights I may have to examine this reference information.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date(mm/dd/yyyy)

The above applicant has applied for a position in the Wayne County Public School System and has listed you as a reference. This form is confidential and will not be shared with the applicant. Your prompt reply is appreciated.

TRAITS	NOT OBSERVED	TOP 5% EXCELLENT	20% GOOD	MIDDLE 50% AVERAGE	20% GOOD	5% POOR
Good attendance/punctuality						
Works well with others						
Shows initiative						
Cooperates with supervisor						
Learns new skills easily						
Observes safety rules						
Takes pride in work						
Positive attitude						
Prompt, neat and accurate in completing assignments						

Should we telephone you for an additional evaluation? YES \_\_\_\_\_ NO \_\_\_\_\_ How long have you known the applicant? \_\_\_\_\_

What is your relationship with the applicant?

I am/was the applicant's: Family Member \_\_\_\_\_ Friend \_\_\_\_\_ Supervisor \_\_\_\_\_ Co-Worker \_\_\_\_\_ Other \_\_\_\_\_

If applicant was an employee: Name of Business: \_\_\_\_\_ Dates of Service: From: \_\_\_\_\_ To: \_\_\_\_\_

Applicant's Job: \_\_\_\_\_ Would you rehire the applicant? YES \_\_\_\_\_ NO \_\_\_\_\_

Would you hire this applicant to work with or near your child or other children? YES \_\_\_\_\_ NO \_\_\_\_\_

Please list any supplementary comments on the back of this form.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title, if applicable

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code