

**Reference Form  
Franklin County Schools  
Human Resources**

53 West River Road

Louisburg, NC 27549

Tel: 919-496-2600 FAX 919-496-3341

**TO THE APPLICANT**

Complete the applicant section and direct this form to one of the individuals listed on your application as a reference. Ask the individual to mail the completed form to the address above or fax it to 919-496-3341.

Applicant's Full Name: \_\_\_\_\_

Applicants Address: \_\_\_\_\_

Position Applied For: \_\_\_\_\_

Person Completing Reference Form: \_\_\_\_\_

**TO THE REFERENCING INDIVIDUAL:** Place this completed form in an envelope and sign your name across the sealed flap. Return the sealed envelope to Franklin County Schools, Human Resources, 53 West River Road, Louisburg, NC 27549. You may fax it to (919) 496-3341. Please respond to each of the areas below, giving your candid opinion of the applicant's qualifications for the position indicated above. Narrative comments on the back are welcome if you desire to elaborate. This information will be maintained in a separate pre-employment file and will not be made available to the employee except under subpoena or court order. Thank you for your assistance.

**PLEASE COMPLETE THIS SECTION FOR ALL APPLICANTS**

Please check the level at which the applicant consistently performs	Superior 6	Well Above Expectations 5	Above Expectations 4	At Expectations 3	Below Expectations 2	Unsatisfactory 1
Character						
Personal appearance						
Energy level						
Personality						
Voice quality						
Tact						
Self control						
Enthusiasm						
Willingness to accept criticism						
Ability to work without close supervision						
Ability to work closely with others						
Dependability						
Promptness and thoroughness						
Overall Attitude						
Loyalty and cooperation						
Oral communication Skills						
Written communication Skills						
Decision making Skills						
Scholarship						
Initiative						

**PLEASE COMPLETE THE FOLLOWING ADDITIONAL SECTION FOR TEACHER APPLICANTS ONLY**

Management of Instructional Time						
Management of student behavior						
Presentation of instruction						
Monitoring of student performance						
Provision for feedback to students						
Evidence of planning, use of resources						
Interaction with students						
Interaction with co-workers						
Assumption of non-instructional duties						
Oral presentation skills						
Evidence of professional growth						
Enthusiasm for teaching						

Opportunities for observing the candidate

---

---

---

---

Do you know of anything that would cause the candidate to be unfit for this position? No \_\_\_ Yes \_\_\_ (If yes, please explain.)

---

---

---

---

To your knowledge, has this applicant ever been subject to any disciplinary action or asked to resign? No \_\_\_ Yes \_\_\_ (If, yes, please explain.)

---

---

---

---

If you were personally responsible, would you recommend the employment of this applicant? Yes \_\_\_ No \_\_\_ (If NO, please explain.)

---

---

---

---

Additional Comments:

---

---

---

---

---

---

---

Signature \_\_\_\_\_

Name (please print) \_\_\_\_\_

Position \_\_\_\_\_

Company/School \_\_\_\_\_

Address \_\_\_\_\_

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