

Richland School District
CLASSIFIED CONFIDENTIAL PROFESSIONAL REFERENCE FORM

APPLICANT INSTRUCTIONS: It is the applicant's responsibility to forward this form to the evaluator and instruct the evaluator to send it directly to our District. The applicant should provide a stamped envelope addressed to Richland School District, 615 Snow Avenue, Richland WA 99352 for the evaluator's use.

The applicant must read and sign the authorization below for the reference to be valid:

*I authorize any current or former employer, person, firm, corporation, educational or vocational institution, or government agency to provide any information regarding my employment/association to the **Richland School District**. I hereby release and discharge those who provide information from any and all liability as a result of furnishing and receiving this information. I agree that references and personal information which become a part of this application will be regarded as confidential and shall not be revealed or disclosed to me.*

Applicant signature (required)

Date

Applicant name - Printed

EVALUATOR INSTRUCTIONS:

The above-named applicant has applied for a classified position with the Richland School District. We ask that you carefully evaluate this individual in terms of your knowledge of him or her either as an employee or through other professional contacts.

Name of Evaluator (please print) _____

Evaluator's Title _____

Company or Organization _____

Telephone () _____

Observation from _____ to _____

Applicant's position during this evaluation period: _____

Have you observed this applicant: ___ very few times? ___ equal to one year? ___ several years?

Please complete the evaluative grid on the other side of this form.

Richland School District
CONFIDENTIAL EMPLOYMENT & CHARACTER REFERENCE FORM

APPLICANT: I authorize any current or former employer, person, firm, corporation, educational or vocational institution, or government agency to provide to Richland School District information they have regarding me. I hereby release and discharge those who provide information from any and all liability as a result of furnishing and receiving this information. I agree that references and personal information which become a part of this application will be regarded as confidential and shall not be revealed or disclosed to me.

Applicant signature (required) _____

Date _____

(Name) _____ has applied for a classified position with the Richland School District. We ask that you carefully evaluate the applicant in terms of your professional contact with this Individual either as an employee in your company or as a volunteer in your organization.

Note: Please rate the applicant in each of the following categories by comparing this individual with others of comparable training and experience	Upper 10%	Upper 25% but not Upper 10%	Upper 50% but not Upper 25%	Lower 50% but not Lowest 10%	Lowest 10%	No basis for judgment
1. Flexibility: Willingness to learn new concepts or ways of doing things. Co-operative with youth and adults.						
2. Commitment to Accomplishment: Exertion of effort to attain particular goals. A desire for producing results. Organization of ideas, time, materials, and space so accomplishment occurs.						
3. Enthusiasm: Displays overall optimism and zeal for what one is doing. Willingness to be involved. Enthusiasm develops positive interpersonal relationships with others.						
4. Clarity of Expression: Understands and correctly interprets concepts presented or discussed. Presents and discusses concepts precisely; answers questions clearly. Uses correct oral and written communication skills						
5. Integrity: Actions are consistent with stated views. Exhibits reliable follow-through on commitments. Deals with children and adults with routine honesty.						
6. Relationships: Ability and willingness to develop appropriate relationships with students and adults. Exhibits listening skills, patience, and liking for others. Shows empathy for students; is interested in their learning and welfare; is responsive to student needs; is accepting of students and has a high regard for them as they are.						
7. Multicultural: Accepts cultural and ethnic differences in students and adults.						
8. Dependability: Can be relied upon to maintain regular attendance, is punctual, and is communicative in a timely manner when personal responsibilities interfere with professional responsibilities.						
9. Modeling Appropriate Behavior: Dress, appearance, courteousness, and behavior of individual.						

Overall rating of this candidate (check one): Excellent Very Good Good Fair Poor

Comments: _____

Name of Evaluator (please print) _____ Title: _____

Telephone:(____) _____ Relationship to Applicant _____

Observation from _____ to _____ Applicants position during this evaluation period _____

Have you observed this applicant: _____ very few times? _____ equal to one year? _____ several years?

Signature: _____ Date: _____

Thank you for assisting us in evaluating this applicant. Please return completed form to:

Richland School District
Human Resources
615 Snow Avenue
Richland, WA 99352