



INSTRUCTIONAL

Name of Applicant _____ Email Address _____ I authorize you to provide the Orange County School Board with information regarding my suitability for employment. Signature of Applicant _____ Position applying for: _____	Name of Evaluator _____ Phone Number _____ Title _____ School/Business _____ Signature of Evaluator _____
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TO BE COMPLETED BY THE EVALUATOR

The person named above has applied for a position in the Orange County School System and listed you as a reference. Please complete the sections below and return this reference form to the requestor.

Check one of the following: _____ **CURRENT EMPLOYER** _____ **COLLEGE COORDINATOR**
 _____ **FORMER EMPLOYER** _____ **SUPERVISING TEACHER**
 _____ **PROFESSIONAL REFERENCE FOR SELF EMPLOYMENT**

PROFESSIONAL/PERSONAL QUALITIES	EXCELLENT	GOOD	FAIR	POOR	UNKNOWN
Quality of Work / Work Habits					
Ability to Work with Others					
Ability to Learn					
Dependability / Attendance					
Attitude					
Judgement / Common Sense					
Initiative					
Appropriate Professional Appearance					
TEACHER DIMENSIONS	EXCELLENT	GOOD	FAIR	POOR	UNKNOWN
Planning					
Management of Student Conduct					
Instructional Organization and Development					
Presentation of Matter					
Verbal and Nonverbal Communication					
Testing					

PLEASE PROVIDE REQUESTED INFORMATION BELOW:

1. I have known the applicant: ___ as a student ___ as an employee ___ professionally ___ as a relative
2. Dates of employment and/or time you have known applicant: _____ to _____ and/or number of years _____
3. What was the applicant's position in your school or business? _____
4. Did you supervise this applicant? YES _____ NO _____
5. If applicant left your organization, why? _____
6. Were any disciplinary actions initiated with the applicant? _____
7. If a vacancy existed in your school or business for which the applicant was qualified, would you recommend him or her for employment? YES _____ NO _____

Additional Comments: *(Use additional paper if necessary)*

Signature of Evaluator _____ Date: _____

This form will be shown to applicant or to other members of the public only upon specific request, in compliance with Florida Statute 119, Public Records Law.

If you would like this Employment Reference form considered during the recruitment and selection process, please attach this document to your online eRecruitment application, or feel free to provide this reference form to the hiring authority during the interview process.