Orange County Public Schools

Employment Reference

Name of Applicant _____	**Name of Evaluator**_____
Email Address _____	**Phone Number**_____
I authorize you to provide the Orange County School Board with information regarding my suitability for employment.	**Title**_____
	School/Business_____
Signature of Applicant_____	**Signature of Evaluator**_____
Position applying for:_____	

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** _____**PROFESSIONAL REFERENCE**

_____**FORMER EMPLOYER**

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					

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 employ, 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 other member 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.