



APPLICANT: Complete this section only

Applicant's Full Name: _____ Social Security #: XXX-XX-_____

Address: _____

Desired Position: _____

When reference has been returned to you, include each sealed reference form with your completed application packet.

PERSON COMPLETING REFERENCE FORM: _____

Place this completed form in an envelope and sign your name over the back seal upon returning to applicant. For your convenience, a narrative form has been included if you desire to elaborate on your comments; if you choose not to complete the narrative form, please forward both forms to Wilson County Schools, Human Resource Services.

This is a **CONFIDENTIAL DOCUMENT** that will not be shared unless compelled by a subpoena or court order.

PLEASE COMPLETE THIS SECTION FOR ALL APPLICANTS

Please check the appropriate items	Well Above Expectations	Above Expectations	At Expectations	Below Expectations	Not Observed
Character					
Personal appearance					
Energy level and enthusiasm					
Personality					
Voice quality					
Tact					
Self-control					
Willingness to accept criticism					
Ability to work without close supervision					
Dependability					
Promptness and thoughtfulness					
Overall attitude					
Loyalty and cooperation					
Oral communication skills					
Written communication skills					
Decision-making skills					
Scholarship					
Initiative					

PLEASE COMPLETE THIS 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					
Evidence of professional growth					
Communication skills – written and oral					
Scholarship					

NARRATIVE COMMENTS

List any of the applicant’s special strengths you believe would benefit this organization.

What do you think are the areas of improvement for the applicant?

Does the applicant willingly accept extra duties?

If you were personally responsible, would you employ or re-employ this applicant?

Yes ____ or No ____

If you have answered NO, please briefly explain why.

Are there any circumstances or other information which may affect the applicant’s employment with Wilson County Schools?

Reference Information

Signature _____ Date _____

Position: _____ School/Organization: _____

Telephone Number: () _____

Thank you for helping Wilson County Schools recruit the most qualified talent to educate and nurture our children.

Questions? Please feel free to contact Human Resource Services at (252) 399-7752.

Wilson County Schools does not discriminate on the basis of race, color, age, national origin, religion, sex, disability, marital or parental status.