



6165 W. Highway 146  
Crestwood, KY 40014  
502-241-3500

**CONTINUING THE TRADITION OF EXCELLENCE TOGETHER!**

**CERTIFIED (Teacher/Administrator) REFERENCE FORM**

TO: \_\_\_\_\_  
Reference Name \_\_\_\_\_ Title \_\_\_\_\_

\_\_\_\_\_ City/State/Zip  
Address \_\_\_\_\_

\_\_\_\_\_ Phone Number \_\_\_\_\_

**APPLICANT'S WAIVER OF RIGHTS OF ACCESS TO CONFIDENTIAL FORM**

I hereby give you permission to complete and release this reference form to the Oldham County Schools. I agree that the information requested will become a part of my personnel file as an applicant or employee of the Oldham County Schools, and I agree that the information will not be disclosed to me, but is to be treated as confidential by the Oldham County Schools. I waive my right to see this information. I further release and agree to hold harmless the Oldham County Schools and the persons and/or legal entities completing the reference form from any and all claims, demands, actions, and causes of actions which I might have resulting or to result from the furnishing or utilization of the information requested and/or provided.

\_\_\_\_\_ XXX-XX- ( )  
Applicant Name (Printed) Social Security Number (last four digits only)

\_\_\_\_\_ Date  
Applicant Signature \_\_\_\_\_

Position applied for: \_\_\_\_\_

**CONFIDENTIAL**

The above named person has filed an application for employment with the Oldham County Schools. In completing the application, the applicant has indicated that you may be able to help us in evaluating his/her potential as an employee. Will you please help us by completing the inquiry on the reverse side of this letter and adding any comments you may care to make? Your cooperation and promptness in returning this reference form to us will be greatly appreciated.

Rick McHargue, Assistant Superintendent  
Phillip Moore, Director of Personnel

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" TO THE APPLICANT: Please send this form to
" all references listed on your employment
" application. You should include a pre-addressed,
" stamped envelope to be mailed directly to:
"
" Oldham County Schools
" Personnel Department
" 6165 W. Highway 146
" Crestwood, KY 40014
"
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**OFFICIAL CONFIDENTIAL INFORMATION**

Based on your experience, please rate the applicant as follows:

Please indicate by checking	Outstanding	Above Average	Average	Fair	Below Average	Unknown
Professional reliability and attitude						
Participation in school and community activities						
Maturity in social and intellectual areas						
Regularity of attendance						
Supports school policies						
Acceptance of constructive feedback						
Cooperation with administration and faculty						
Concern for the individual child						
Success in teaching (known or projected)						
Capability in curriculum, materials, techniques						
Classroom management						
Enthusiastic and vivacious in teaching						
Use of English						
Punctuality						
Attitude toward work						

How long have you known the applicant? \_\_\_\_\_ Would you recommend employment of the applicant as a teacher? \_\_\_\_Yes  
 \_\_\_\_Without Reservation      \_\_\_\_ With Reservations      \_\_\_\_ Cannot Recommend

Explain: \_\_\_\_\_

Would you want this person to work with your child in an educational setting? \_\_\_\_ Yes \_\_\_\_ No

Information given above is based on (check items which apply):

Personal acquaintance with applicant \_\_\_\_    Worked under my supervision \_\_\_\_    A co-worker \_\_\_\_  
 Student in my classes \_\_\_\_    Student Teacher under my supervision \_\_\_\_

REMARKS:

\_\_\_\_\_  
 Typed/Printed Name of Reference

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Business or School

\_\_\_\_\_  
 Position

\_\_\_\_\_  
 Mailing address

\_\_\_\_\_  
 Phone

**PLEASE RETURN IMMEDIATELY TO THE OLDHAM COUNTY SCHOOLS**