



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

**CONTINUING THE TRADITION OF EXCELLENCE TOGETHER!**

**CLASSIFIED REFERENCE FORM**

TO: \_\_\_\_\_  
Reference Name Title (if applicable)

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

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

**TO THE NAMED REFERENCE:** As indicated by the applicant’s signature below, the information you furnish on the back of this form will not be made available to the applicant. We appreciate your cooperation in providing this information in a timely manner.

**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.

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

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

Position(s) Applied For: \_\_\_\_\_

**TO THE APPLICANT:** Please complete this form and send to all references as listed on your employment application. You should include a pre-addressed/stamped envelope to be mailed directly to:

**Oldham Co. Schools  
Attention: Personnel  
6165 W. Highway 146  
Crestwood, KY 40014  
(502) 241-3500**

*Rick McHargue Assistant Superintendent  
Phillip Moore, Director of Personnel*

APPLICANT'S NAME: \_\_\_\_\_

Between what dates have you known the applicant? \_\_\_\_\_

What position did the applicant hold? \_\_\_\_\_

What was your official relationship to the applicant? \_\_\_\_\_

Are you related to the applicant? \_\_\_\_\_ Relationship \_\_\_\_\_

Is the applicant open-minded and receptive to suggestions? \_\_\_\_\_

Would you employ this applicant for a similar vacancy in your organization? \_\_\_\_\_

**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
Attitude						
Personality						
Scholarship						
Attendance						
Punctuality						
Dependability						
Attention to detail						
Attitude toward work						
Initiative						
Voice						
Good "common sense"						
Personal appearance						
Cooperation and helpfulness						
Standing in school and community						
Character						
Honesty						

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

REMARKS:

\_\_\_\_\_

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Firm or School

\_\_\_\_\_  
Position

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Phone

**PLEASE RETURN TO THE OLDHAM COUNTY SCHOOLS PERSONNEL OFFICE**