

School District Five of Lexington and Richland Counties
Department of Transportation
1020 Dutch Fork Road
Irmo, SC 29063

(803)476-4980

Fax (803) 732-8091

dweissm@lexrich5.org

"We Drive District Five"

Employer Reference Request

Name _____
Last Name First Name Middle Name / Maiden Name

____ - ____ - ____
Social Security #

Bus Driver
Position Desired

Release *

*All references become the property of School District Five of Lexington and Richland Counties and are not available for release to candidates.

I agree for this reference to be confidential, and by signing this form I waive any right of access to this reference.

Signature of Applicant

Date

Reference

Notice: The individual listed above is formally applying for a position with School District Five of Lexington and Richland Counties. As a part of the employee selection process, it is requested that each applicant forward a reference request to persons who are familiar with his/her work ability, potential, or past performance. Your prompt attention in completing and returning this form to us will be greatly appreciated. Your reply will be considered strictly confidential.

Name of Reference _____

Title _____

Name of Company _____

Address of Reference _____
Street Address

City State Zip Code

Telephone Number (____) _____

Please record a number from the following scale, which best describes the applicant:

Scale: 0 – Unknown 1 – Poor 2 – Below Average 3 – Average 4 – Above Average 5 - Outstanding

Area	Score	Area	Score
Ability to Relate to the Public / Customer Service		Ability to Limit Negative Influences in the Work Place	
Attendance		Potential	
Cooperation with Others		Maturity (Poise, Self-control)	
Dependability		Positive Attitude toward Supervisor	
Dependability of Judgment		Professional Attitude	
Effective Communications		Punctuality	
Efficiency in Routine Matters		Competence	
Flexibility		Character	
Initiative (Working Independently)		Use of English	
Performance of Duties		Daily Appearance	
Loyalty to Administration and Administrative System		Strong Work Ethic	

Employment Dates From: _____ To: _____

Position(s) Individual Held: _____

Why did the applicant leave your employment? _____

If possible would you re-hire this applicant? – Yes – No

Do you feel this individual would work well with children? – Yes – No

What do you consider the applicant’s strongest point as an employee? _____

What do you consider the applicant’s weakest point as an employee? _____

Comments: _____

I would recommend this applicant for a Bus Driver position with School District Five:

– Highly – Favorably – With Reservation(s) – Not at all

Signature of Reference

Date