

# Richland County School District One

1616 Richland Street, Columbia, South Carolina 29201

## CLASSIFIED REFERENCE FORM

### Applicant Information

Applicant Name: \_\_\_\_\_

\_\_\_\_\_  
(Street, P. O. Box, Apartment, etc.)

Telephone: (\_\_\_\_) \_\_\_\_\_

Position Applying for: \_\_\_\_\_

### Reference Information

Reference Name: \_\_\_\_\_

\_\_\_\_\_  
(Street, P. O. Box, Apartment, etc.)

Telephone: (\_\_\_\_) \_\_\_\_\_

**TO APPLICANT:** All applications and accompanying records become the property of the district and are not available to candidates. Many people will not complete a reference unless confidentiality can be assured. **I agree for this reference to be confidential, and by signing and dating the waiver of access below, I, the undersigned, waive any right of access to this reference.**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

How long and in what capacity have you known the applicant?

\_\_\_\_\_  
\_\_\_\_\_

Please rate the applicant on the following skills, abilities and knowledge using the scale below:

	HIGH			LOW		HIGH			LOW
Professionalism	5	4	3	2 1	Ability to control temper/moods	5	4	3	2 1
Demeanor	5	4	3	2 1	Ability to learn new skills	5	4	3	2 1
Punctuality	5	4	3	2 1	Ability to get along with others	5	4	3	2 1
Initiative	5	4	3	2 1	Ability to limit negative influences				
Strong work ethic	5	4	3	2 1	on work performance	5	4	3	2 1

What is this applicant's greatest strength?

\_\_\_\_\_  
\_\_\_\_\_

In what area(s) would the applicant need support, remediation, training, etc.? (please support your opinion)

\_\_\_\_\_  
\_\_\_\_\_

Please check the statement which best describes your opinion about this applicant for a classified position in Richland County School District One.

- This applicant is in the top 10% of classified applicants. I would hire this person. He/she is exceptional.
- This applicant is in the top 25% of classified applicants. I would hire this person. He/she is above average.
- I would consider this applicant for a position in our district/organization. He/she is satisfactory.
- I would not hire/re-hire this applicant.
- No comment.
- Other: \_\_\_\_\_

May Richland County School District One contact you should we have any further questions?  Yes  No

Best time for our office to contact you in regard to the above applicant? Date: \_\_\_\_\_ Time: \_\_\_\_\_

\_\_\_\_\_  
Signature Title Date