

**Emma Jewel Charter Academy  
705 Blake Avenue, Cocoa, FL 32922  
APPLICANT REFERENCE FORM**

**SECTION A: NOTE: Applicant completes SECTION A. Reference completes SECTIONS B and C**

**APPLICANT'S NAME:** \_\_\_\_\_ **LAST FOUR DIGITS OF SS#:** \_\_\_\_\_

I have applied for a position with Emma Jewel Charter Academy. The employment process cannot be completed until all references are on file. Please complete this reference form and return it to Emma Jewel Charter Academy – Attn: Mary Karnetsky – as soon as possible to the address above.

I authorize you to furnish Emma Jewel Charter Academy with information regarding my suitability for employment.  
I do hereby release you from all liability for any damages incurred by furnishing such information.

**APPLICANT SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

This form will be shown to applicant or other member of the public only upon specific request, in compliance with Florida Statute 119.07, Public Records Law.

**SECTION B**

NAME OF REFERENCE \_\_\_\_\_ PHONE(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ EXT \_\_\_\_\_

ADDRESS \_\_\_\_\_ ZIP CODE \_\_\_\_\_

NAME OF SCHOOL, BUSINESS OR AGENCY \_\_\_\_\_ TITLE \_\_\_\_\_

**SECTION C – Questions and Comments**

Dates of Employment From \_\_\_\_\_ To \_\_\_\_\_

Would you recommend this individual for work involving school-age children? \_\_\_\_\_ Yes \_\_\_\_\_ No

If no, why? \_\_\_\_\_

Would you rehire this individual? \_\_\_\_\_ Yes \_\_\_\_\_ No

If no, why? \_\_\_\_\_

What was the applicants job title and major responsibility while employed with you? \_\_\_\_\_

Why did the applicant leave your employ? \_\_\_\_\_

|  | Excellent | Good | Average | Below Average | N/A |
|--|-----------|------|---------|---------------|-----|
| Attendance/Promptness                                    |           |      |         |               |     |
| Loyalty/Reliability                                      |           |      |         |               |     |
| Honesty/Integrity  |           |      |         |               |     |
| Attitude Toward Job/Tasks                                |           |      |         |               |     |
| Relations to Supervisors/Peers                           |           |      |         |               |     |
| Professional Knowledge                                   |           |      |         |               |     |
| Technical Skills for Job Actual Job/Task Performance     |           |      |         |               |     |
| Communication Skills: Oral                               |           |      |         |               |     |
| Communication Skills: Written                            |           |      |         |               |     |
| Ability to Work Without Direct Supervision               |           |      |         |               |     |
| Ability to Learn New Skills/Adapt to Change              |           |      |         |               |     |
| Efficient Use of Time/Planning/Organizing                |           |      |         |               |     |
| Judgment/Common Sense                                    |           |      |         |               |     |
| Willingness to Accept Authority and Direction            |           |      |         |               |     |
| Stress/Tolerance/Stability                               |           |      |         |               |     |
| Sensitivity to Students                                  |           |      |         |               |     |
| Classroom Control/Management                             |           |      |         |               |     |
| Skill as Instructor                                      |           |      |         |               |     |
| Voice Control  |           |      |         |               |     |
| Interpersonal Relationship Skills                        |           |      |         |               |     |
| What would be your overall evaluation of this applicant? |           |      |         |               |     |

**SIGNATURE OF REFERENCE** \_\_\_\_\_ **TITLE** \_\_\_\_\_ **DATE** \_\_\_\_\_