

ROCKINGHAM COUNTY SCHOOLS
511 Harrington Highway
Eden, North Carolina 27288

Substitute Reference Form

Human Resources Department

TO THE APPLICANT:

Complete the applicant section and give this form to one of the named references on your application. Ask the individual to return this form to the Human Resources Department at the above address.

Name _____
First
Middle/Maiden
Last

I am an applicant for a position as _____

in the Rockingham County Schools and have given your name as a reference. Your prompt attention to the completion of this form will be greatly appreciated. This response is confidential. I hereby waive my right of access to this reference.

Applicant's Signature
Date

TO THE REFERENCING INDIVIDUAL:

Place this completed form in an envelope, signing your name across the sealed flap. Return the sealed envelope TO THE HUMAN RESOURCES DEPARTMENT at the above address. Please respond to each of the areas below, giving your candid opinion of the applicant's qualifications for the position indicated above. Thank you for your assistance.

Please check the level at which the applicant consistently performs.	Superior	Well Above Standard	Above Standard	At Standard	Below Standard	Unsatisfactory
Personal Traits						
1. General Appearance						
2. General Health						
3. Personality						
4. Character						
5. Culture and Refinement						
6. Enthusiasm						
7. Attitude						
Working Relationships						
8. Ability to Work with Others						
9. Capability for Accepting Evaluation						
10. Cooperation and Loyalty						
11. Dependability						
Work Performance						
12. Efficiency in Work						
13. Initiative in Performance of Duties						
14. Use of Time						
15. Self-improvement on Job						
16. Judgment						
17. Ability to Work Independently						

1. How long have you known the applicant? _____
2. In what capacity have you known the applicant? _____
3. Is the applicant prompt and regular in attendance? _____
4. Does the applicant like students? _____
5. Do you know of anything that would cause the applicant to be unfit for this position? _____
6. Would you hire the applicant for this position? _____
7. Use the reverse side for additional comments.

Signature of Referencing Individual
Position
Date

Address
Telephone

PLEASE RETURN FORM IN A SEALED ENVELOPE TO THE HUMAN RESOURCES DEPARTMENT