

Applicant name _____ Position _____

Reference Information Please provide a phone number and email that is checked regularly.

Name _____ Title/Position _____

Street Address _____ Phone _____

City _____ State _____ Zip _____ Email _____

Relationship to applicant _____

I have known the applicant: less than 1 year 1 year 2-5 years more than 5 years

My contact with the applicant is/was: almost daily frequently occasional infrequently

Reference Evaluation Place rate the applicant in each area below by placing a checkmark in each row.

<i>Please be thoughtful. "Excellent" in all areas is rarely accurate and does not show where a candidate is strong.</i>	Excellent	Good	Average	Fair	Unable to Judge
Attitude					
Enthusiasm					
Integrity					
Dependability					
Punctuality and regularity in attendance					
Relating to or working with children					
Work ethic					
Ability to accept feedback					
Leadership skills					
Ability to work on a team					
Willingness to learn or try something new					
Willingness to follow rules and procedures					

Please use the reverse side of this page to share any comments regarding this applicant that you feel would be helpful.

I give Briar Hill permission to contact me regarding this applicant. *Thank you for taking the time to be a reference!*

Reference Signature _____ Date _____