Richland School District Two
6831 Brookfield Road
Columbia, SC 29206

REFERENCE FORM

The applicant listed below is applying for professional employment in Richland County School District Two. Please give your most candid opinion of applicant. Your reply will be considered strictly confidential.

NAME OF APPLICANT _____
First **Middle** **Last**

POSITION FOR WHICH APPLICANT IS APPLYING _____

NAME OF REFERENCE _____ **TITLE** _____

TO APPLICANT: Note that the reference source is being assured confidentially of reply.

AFFIRMATION: I, the undersigned, understand that all applications and accompanying records become the property of the district and are not available to applicants.

Signature _____ **Date** _____

Please record a number from the following scale which describes the applicant relative to other educators of comparable experience whom you have known.

1. OUTSTANDING 2. ABOVE AVERAGE 3. AVERAGE 4. BELOW AVERAGE 5. UNKNOWN

QUALITIES:	RATING:	ABILITIES:	RATING:
Attendance		Assess pupil needs	
Attitude toward the education profession		Create meaningful learning experiences	
Awareness of characteristics of cultural diversities		Implement instructional plans	
Maturity		Evaluate pupil progress	
Flexibility		Develop learning environment	
Dependability of judgment		Maintain classroom control	
Promptness		Relate to pupils	
Scholarship		Relate to co-workers	
Cooperativeness		Work independently	

For how long have you known this applicant? _____

In what capacity was the applicant serving when you knew him or her? _____

_____

Have you supervised the applicant's work? _____

If you knew the applicant as a teacher, what was the assigned subject area and/or grade level? _____

_____

If the applicant were applying to you for a similar position, would you hire this person? _____

COMMENTS: _____

_____

_____ _____

Signature of person completing form Date

Return to: Richland School District Two Personnel Office.

Richland School District Two is an equal opportunity employer and does not discriminate on the basis of race, color, creed, national origin, sex, age handicap or disability in admission to, access to, treatment in or employment in its programs and activities. Inquiries regarding the nondiscrimination policies should be made to: Chief Human Resources Officer; 6831 Brookfield Road; Columbia, South Carolina 26206; (803) 787-1910.