



Personnel Office
 12 Magnolia St.
 P.O. Box 1029
 Easton, MD. 21601
 Telephone: (410)-822-7557
 Fax: (410)-822-9542
 Website: www.tcps.k12.md.us

ADMINISTRATIVE REFERENCE FORM

PART I- TO BE COMPLETED BY APPLICANT AND GIVEN DIRECTLY TO YOUR REFERENCE FOR COMPLETION

I am applying for a position as _____ with Talbot County Public Schools. To aide the consideration of my candidacy, please complete the form below and return it in a sealed envelope. I authorize you to provide this recommendation with the understanding that it is confidential and becomes the property of Talbot County Public Schools.

SIGNATURE:	PRINTED NAME:	DATE:
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PART II- TO BE COMPLETED BY WRITER OF RECOMMENDATION

TYPE OF POSITION HELD BY APPLICANT:	SALARY:	APPLICANT'S DATES OF SERVICE					
		FROM:			TO:		
		DAY	MO.	YEAR	DAY	MO.	YEAR
INTERRUPTIONS IN SERVICE:							
REASON FOR LEAVING:							

PART III- PERFORMANCE RATING

PLEASE CHECK THE APPROPRIATE BOX	HIGHLY PROFICIENT	EFFECTIVE	MARGINAL	UNSATISFACTORY
Pride in work				
Supervisory abilities				
Relations with children				
Relations with clients/customers				
Attendance/Punctuality				
Dependability				
Ability to plan and coordinate work				
Communication skills- written and verbal				
Financial Management				

Would you employ/re-employ this applicant?

YES

NO

Comments:

SIGNATURE:	PRINTED NAME:	DATE:
TITLE:	NAME OF BUSINESS OR SCHOOL DISTRICT:	
SIGNATURE:		PHONE NUMBER:

Use the area below for additional comments or if there is no prior work history with applicant. Please fill out character reference below as well.