

**The School District of Escambia County**  
 Human Resource Services Department  
 75 North Pace Boulevard  
 Pensacola, FL 32505

**EMPLOYMENT REFERENCE**

Applicant Name _____  Social Security Number _____  I hereby authorize you to provide the Escambia County School District with information regarding my suitability for employment. I further waive and release the Escambia County School District and the person or entity to whom this request is made of any and all claims or causes of action which I may take as a result of the full disclosures of any such employment information.  <b>Applicant signature</b> _____	Evaluator Name /Address/Telephone  _____ _____ _____ ***** This applicant has applied for a position with our School District and listed you as a reference. Please complete the sections below and <u>return this form to the address listed above</u> , not to the applicant, as quickly as possible. We thank you for your assistance.
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<b>PART I (all applicants)</b>	<b>POOR</b>	<b>FAIR</b>	<b>GOOD</b>	<b>EXCELLENT</b>	<b>COMMENTS</b>
Attendance record/punctuality					
Verbal and non-verbal communication					
Accuracy & punctuality of reports					
Attitude/cooperation					
Enthusiasm					
Knowledge of job/ability to learn					
Ability to work with others					
Quality of work/work habits					
Initiative/creativity					
Leadership					
Judgment/common sense					
Planning & organizing					
Adaptability to new ideas					
<b>PART II (if applicable)</b>					
Competency in academic field					
Sensitivity to students					
Ability to evaluate instructional needs					
Use of appropriate technology					
Learning gains exhibited by students					
Ability to plan and deliver instruction					
Classroom management					
Voice control					

1. How long have you known the applicant? \_\_\_\_\_ (give dates if possible)
2. What was the applicant's position? \_\_\_\_\_
3. What were the dates of employment? \_\_\_\_\_
4. Why did the applicant leave your employment? \_\_\_\_\_
5. Was the employment satisfactory? \_\_\_\_\_
6. Would you recommend him/her for employment? \_\_\_\_\_  
 If no, please explain \_\_\_\_\_

Signature \_\_\_\_\_ Title \_\_\_\_\_  
 School/Agency/Business \_\_\_\_\_ Date \_\_\_\_\_