SCOTLAND COUNTY SCHOOLS
Personnel Office
322 South Main Street
Laurinburg, NC 28352

Confidential Employment Reference

To the Applicant

Please provide your name, the type of position for which you are to be considered, and your signature. Forward this form to the person from whom you wish a reference. For the convenience of the recommender, it would be considerate to include a stamped envelope to the above address.

Name _____ _____
Last *first* *middle* *Social Security Number*

is an applicant for a position as a _____
Subject Area, Grade Level, and/or Position

I waive any further opportunities to review this information.

Signature of Applicant _____ *Date* _____

To Person Making Recommendation

The above-named individual is an applicant for a position with the Scotland County Schools and has given your name as a reference. Your prompt attention to the completion of this form will be appreciated. All information will be confidential.

Check items in spaces provided	*Below Average*	*Average*	*Above Average*	*Not Applicable*
Relationship with Adults				
Relationship with Children				
Relationship with Co-Workers				
Relationship with Supervisors				
Character				
Promptness				
Cooperation				

Would you hire (or rehire) this person for a teaching position in your organization?

Yes *No* *Not Applicable*

Does the applicant exhibit excellence in any particular area? If so, which area? _____

_____

SUMMARY RECOMMENDATION FOR THIS INDIVIDUAL FOR THE POSITION SHOWN ABOVE
(Circle One)

Not Recommended *1 2* Marginal *3 4* Average *5 6* Above Average *7 8* Superior *9 10*

Name _____ *Institution* _____

Position _____ *Address* _____

Telephone _____ _____

Signature _____ _____