

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 not typically accurate and does not show us 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 \_\_\_\_\_