



PERSONNEL REFERENCE FORM - ADMINISTRATIVE POSITIONS

SECTION I (To be completed by applicant)

- A. Name of Applicant _____ Date _____
- B. The position(s) for which I am applying in Montgomery County

- C. I authorize Montgomery County Public Schools to request information from references and former employers concerning my work performance and general character. I further authorize the party receiving this form to give complete information as may be requested by Montgomery County Public Schools.
- D. I agree to waive my right to access my reference's response.

_____ Applicant's Signature
- E. Forward this form to your reference after completing SECTION I.

SECTION II (To be completed by reference)

- A. How long have you known the applicant? _____
- B. What was your employment relationship with the applicant? _____
- C. What was the applicant's position? _____
- D. Month/Date/Year employed? _____ From _____ To _____
- E. Would you re-employ the applicant for a similar position? Yes _____ No _____

Explanation of Rating Scale for following sections:

- N/A Not applicable or no opportunity to observe
 1 = Area needing considerable improvement
 2 = Area needing some improvement
 3 = Area satisfactory at this time
 4 = Area exceeding expectations

PROFESSIONAL AND SOCIAL TRAITS	N/A	1	2	3	4
1 Understanding of Children					
2 Knowledge of Subject Matter					
3 Positive Attitude					
4 Cooperation & Loyalty					
5 Professional Ethics					
6 Professional Growth					
7 Judgment, Common Sense					
8 Use of English					

LEADERSHIP QUALIFICATIONS		N/A	1	2	3	4
1	Leadership Potential					
2	Professionalism					
3	Curriculum and Instruction					
4	Staff Selection and Evaluation					
5	Provision of Favorable Psychological Environment for Learning and Teaching					
6	Interest in Students					
7	Faculty/Staff Morale					
8	Working Relationships with Parents					
9	Working Relationships with Central Office Personnel and other Colleagues					
10	School/Community Relations					
11	Student Personnel Services					
12	Ability to Motivate					
13	Business Operations/Finance					
14	Records & Reports					

PERSONAL QUALIFICATIONS		N/A	1	2	3	4
1	General Appearance					
2	Enthusiasm for Education					
3	Punctuality/Dependability					
4	Initiative					
5	Self-Reliance					
6	Tact					

GENERAL COMMENTS:

Date _____

Signature _____

Phone Number
() _____

Name _____
(Printed or typed)

E-mail address

School District _____
or Business _____
Address _____

After completing, please forward to: **Human Resources/Personnel
Montgomery County Public Schools
200 Junkin St.
Christiansburg, VA 24073**

Thank you.