

**LAPEER COMMUNITY SCHOOLS
SUPPORT STAFF
REFERENCE FORM**

Notice to applicant: Using two of these reference forms, print and sign your name below in the blank space at the beginning of the third paragraph, print the title of the position being applied for, and then forward the forms to two of your most recent immediate supervisors (from different employers, if possible). If you have worked for only one (1) employer, forward the forms to that employer and to a former high school principal or counselor or a former college instructor who knows of your work. If you have had no previous work experience, forward the forms to two (2) individuals who know of your work from among the following: high school principal, high school counselor, and high school or college instructor.

Notice to reference writer: The applicant noted on this form has authorized the Lapeer Community School District to contact all references including you to seek reference information and has released each reference and the reference's employer(s) from any liability associated with this matter. The information on this form is confidential. **Please return this form directly to the Lapeer Community School District, Office of Human Resources, 250 Second Street, Lapeer, MI 48446 (FAX: 810-667-6894).**

Applicant's Printed Name _____ Applicant's Signature: _____
has applied for a position as _____ with the Lapeer Community School District. By signing above, this applicant agrees to the aforementioned liability releases and agrees that the information contained herein will be strictly confidential (this information will not be shared with the applicant). We ask that you rate the applicant using the following checklist as well as complete the other sections found below.

What was your official relationship to the applicant? Check one.

- | | | |
|--|-----------------|--------------|
| <input type="checkbox"/> Supervisor/Evaluator | How Long? _____ | Where? _____ |
| <input type="checkbox"/> High School Principal/Counselor/Teacher | How Long? _____ | Where? _____ |
| <input type="checkbox"/> University/College Instructor | How Long? _____ | Where? _____ |

1. Please rate this applicant in each of the following categories by comparing this individual with others you have observed or for whom you have had evaluative responsibility. Check only one column per line.

Category	Upper 10%	Upper 25% but not upper 10%	Upper 50% but not upper 25%	Lower 50% but not lowest 10%	Lowest 10%	No basis for judgment
Quality of performance						
Effort Expended						
Commitment to the Organization						
Attendance and Punctuality						
Positive Relationships with Supervisor(s)						
Positive Relationships with Peers						

2. Was applicant ever disciplined or was applicant discharged for any of the following?

- Absenteeism [] Yes [] No
- Tardiness [] Yes [] No
- Insubordination [] Yes [] No
- Theft or unauthorized removal of company property [] Yes [] No
- Fighting [] Yes [] No
- Alcohol or drug possession, use, or abuse [] Yes [] No
- Violating safety rule(s) or other employer policies/rules [] Yes [] No

If the answer to any of these questions is "Yes", please explain (use opposite side of this page, if necessary):

3. Did applicant miss a total of more than five (5) regularly scheduled work days in any one (1) of the past five (5) years?
[] Yes, [] No. If "Yes", please explain any reason(s) other than illness or disability. _____

4. If considering this person for this position, would you
[] employ without looking further [] consider strongly but look at other applicants [] not consider for employment

Reference's Name: _____ Title: _____
Employer/School: _____ Address: _____ Phone: _____
Signature: _____ Date: _____