LAPEER COMMUNITY SCHOOLS
ADMINISTRATOR/MANAGER
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 one form to that employer and one form to a former college instructor who knows of your work.

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. *Information that you provide will be maintained in the strictest of confidence.* **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.

_____ Supervisor/Evaluator How Long? _____ Where? _____
_____ 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
Attendance and Punctuality						
Clarity of Expression (written and oral)						
Commitment to the Organization						
Effort Expended						
Enthusiasm for Professional Assignment(s)						
Quality of Performance						
Positive Relationships with Peers						
Positive Relationships with Supervisor(s)						
Professional Knowledge						
Overall Performance						

2. Was the applicant ever disciplined or discharged for any reason? [ ] Yes, [ ] No If yes, please explain.
_____

3. Did applicant miss a total of more than five (5) regularly scheduled workdays 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: _____