



HUMAN RESOURCES DEPARTMENT

Telephone: (315) 338-6532

Fax: (315) 334-7409

Date: _____

Dear _____,

_____ has applied for a position as a _____ in our school district, and has given your name as a reference. We would appreciate your completing the following questions concerning his/her suitability for employment in our school district. Your comments will be held in strict confidence.

Thank you.

Geoffrey Morton,

Director of People Operations

1. How long have you know the applicant? _____
2. In what capacity have you known the applicant? _____

3. On what basis would you recommend this applicant for employment in our school district?
 - a. Experience: _____
 - b. Ability to work with students: _____
 - c. Personal abilities: _____
 - d. Other: _____

Signature

Position

Address

Telephone