SCHOOL DISTRICT OF KERSHAW COUNTY
Support Application Reference Form

RETURN TO:
OFFICE OF PERSONNEL SERVICES
SCHOOL DISTRICT OF KERSHAW COUNTY
1301 DUBOSE COURT
POST OFFICE BOX 7008
CAMDEN, SC

TELEPHONE
(803) 432-8416
FAX
(803) 425-8918

DATE _____

The applicant listed below is formally applying for a position with the School District of Kershaw County. Each applicant is requested to forward a copy of this reference form to three people who are uniquely familiar with his/her ability, potential, and /or past performance. All information provided will be considered strictly confidential.

Name of Applicant _____ / _____ / _____
Last First Middle

Position Sought _____

Name of Reference _____ Title _____

Address of Reference _____ / _____ / _____ / _____
Address City State Zip

Telephone ( ) _____ - _____

TO APPLICANT: Many people will not complete references unless confidentiality can be assured. Please sign and date the waiver of access below. All applicants and accompanying records become the property of the district and are not available to candidates.
WAIVER OF ACCESS: I, THE UNDERSIGNED, WAIVE ANY RIGHT TO ACCESS TO THIS REFERENCE.

SIGNATURE _____ **DATE** _____

Please record in the boxes the number from the following scale which describes your comparison of the above-named applicant with others you have known with comparable years of experience.

1. OUTSTANDING 2. ABOVE AVERAGE 3. AVERAGE 4. BELOW AVERAGE

(LEAVE BLANK IF UNOBSERVED OR NOT APPLICABLE)

COMPETENCY FOR POSITION SOUGHT		TIME UTILIZATION	
PROFESSIONALISM		PLANNING	
MATURITY (POISE, SELF-CONTROL)		CREATIVITY	
PHYSICAL FITNESS AND HEALTH		ORGANIZATION	
DEPENDABILITY OF JUDGEMENT		PROBLEM ANALYSIS	
PUNCTUALITY		RELATIONSHIPS WITH CO-WORKERS	
ATTENDANCE		SELF IMPROVEMENT	
POSITIVE ATTITUDE TOWARD SUPERVISION		INITIATIVE	
EFFICIENCY IN ROUTINE MATTERS (ACCURACY, DEPENDABILITY)		ABILITY TO RELATE TO STUDENTS	
FLEXIBILITY/ADAPTABILITY		ABILITY TO WORK INDEPENDENTLY	
INTEGRITY		ABILITY TO COMMUNICATE WITH PUBLIC	
WRITTEN COMMUNICATIONS		ABILITY TO LEARN NEW TASK QUICKLY	
ORAL COMMUNICATIONS		LOYALTY	

1. Have you observed the applicant at work? ☐ Yes ☐ No ☐ N/A
2. How long and in what capacity have you known the applicant? _____
3. To your knowledge, has the applicant ever failed to be reemployed? ☐ Yes ☐ No If yes, for what reason(s)? _____
4. If this applicant were applying to you for a similar position, would you favor his/her selection?
   ☐ Highly ☐ Favorably ☐ With reservations ☐ Not at all
5. Would you prefer talking with us by telephone? ☐ Yes ☐ No Number ( ) _____ - _____

ADDITIONAL COMMENTS _____

_____ / _____ / _____
Signature of person completing form Title Date

The School District of Kershaw County is an Equal Opportunity Employer Revised 1/2004