

PETERSBURG CITY PUBLIC SCHOOLS
HUMAN RESOURCES DEPARTMENT
EMPLOYMENT REFERENCE FORM

PART I-TO BE COMPLETED BY APPLICANT

I am applying for a position as _____ with the Petersburg City Public Schools. Please complete the appropriate evaluation categories that apply to your knowledge of my background and mail to Petersburg City Public Schools, Human Resources Department, 255 South Boulevard East, Petersburg, VA 23805-2700 or you may email them to pcpsapplications@petersburg.k12.va.us

Name of Applicant _____

I give permission for information pertaining to my work experience to be released to the Petersburg City Public Schools, and I release the evaluator and the Petersburg City Public Schools from liability for using that information. I understand that the evaluator will be providing this information on a confidential basis to the Petersburg City Public Schools, and not to me, and I waive any right that I may have to review this reference.

Signature of Applicant _____ Date _____

PART II-TO BE COMPLETED BY EVALUATOR

Type of Position Held by Applicant _____

Dates of Service:

From (Mo./Yr.) _____ To (Mo./Yr.) _____

If no longer an employee, reason for leaving: _____

Professional Competence	Outstanding	Above Average	Average	Adequate	N/A
Effectiveness in the Job					
Communication					
Classroom Management					
Initiative					
Competence					
Professional					
Maturity of Judgment					
Dependability					
Collaborative					
For Positions of Leadership					
Managerial/Organizational Skills					
Leadership Ability					

Would you reemploy at the same position? Yes _____ **No** _____

Comments

Name _____

Title _____

Signature _____

Date _____