

WARREN COUNTY PUBLIC SCHOOLS

WHERE CHILDREN PREPARE FOR SUCCESS

P. O. Box 51810, Bowling Green, Ky 42102-6810

(270) 781-5150

web: www.warren.kyschools.us

TO:

_____	_____
Name	Title

Address	
_____	_____
City, State	Zip

I hereby give you permission to complete and release this reference form to the Warren County Public Schools. I agree that the information requested will become a part of my personnel file as an applicant or employee of the Warren County Board of Education, and I agree that the information will not be disclosed to me, but is to be treated as confidential by the Warren County Board of Education. I waive my right to see this information. I further release and agree to hold harmless the Warren County Board of Education and the persons and/or legal entities completing the reference form from any and all claims, demands, actions, and causes of actions which I might have resulting or to result from the furnishing or utilization of the information requested and/or provided.

_____	_____	_____
Date	Applicant's Signature	Printed Name
Position Applied For: _____		_____
		Social Security Number

CONFIDENTIAL

The above named person has filed an application for employment with the Warren County Public Schools. In completing the application, the applicant has indicated that you may be able to help us in evaluating his/her potential as an employee.

Will you please help us by completing the inquiry on the reverse side of this letter and adding any comments you may care to make?

Your cooperation and promptness in returning this inquiry to us will be greatly appreciated.

Sincerely,

Tim Murley, Superintendent
Warren County Public Schools
P. O. Box 51810
Bowling Green, KY 42102-6810

TO THE APPLICANT: Please send a copy of this form to all references listed in your employment application. You should include a pre-addressed, stamped envelope to be mailed directly to:

Personnel Office
Warren County Public Schools
P. O. Box 51810
Bowling Green, KY 42102-6810

The Warren County Schools do not discriminate on the basis of race, color, national origin, sex, religion, age or disability in the employment or the provision of services. Any and/or all questions or issues related to discrimination policies, procedures or practices are to be directed to the Office of Superintendent, Warren County Public Schools, P. O. Box 51810, Bowling Green, KY 42102-6810, 1-270-781-5150.

OFFICIAL CONFIDENTIAL INFORMATION

Based on your experience, please rate the applicant as follows:

Please indicate by checking <input type="checkbox"/>	Outstanding	Above Average	Average	Fair	Below Average	Unknown
Professional reliability and attitude						
Participation in school and community activities						
Maturity in social and intellectual areas						
Regularity of attendance						
Responsibility in areas of morality						
Supports school policies						
Acceptance of constructive supervision						
Cooperation with administration and faculty						
Concern for the individual child						
Success in teaching (known or projected)						
Capability in curriculum, materials, techniques						
Ability to control classes						
Enthusiastic and vivacious in teaching						
Personal appearance						
Use of English						
Punctuality						
Attitude toward work						

How long have you known applicant? _____ Would you recommend employment of the applicant as a teacher?
 Yes _____ Without reservation _____ With reservations _____ Cannot recommend _____

Explain: _____

Would you want this person to work with your child in an educational setting? Yes _____ No _____

Information given above is based on (check items which apply):

Personal acquaintance with applicant _____ Worked under my supervision _____

Student in my classes at school _____ A co-worker _____

Student teacher under my supervision _____

REMARKS: _____

_____	_____	_____
Firm or School	Date	Signature
_____	_____	_____
Street Address	Position	
_____	_____	_____
City, State	Zip	Phone