

**Charlotte County Public Schools, Florida  
HUMAN RESOURCES DEPARTMENT  
1445 EDUCATION WAY  
PORT CHARLOTTE, FL 33948**

**FAX (941) 255-7569**

**EDUCATIONAL SUPPORT PERSONNEL REFERENCE FORM**  
(Reference from relatives cannot be considered)

**SECTION A - To be completed by the applicant**

\_\_\_\_\_  
**Applicant's Name** (Please Print/Type)

\_\_\_\_\_  
**Applicant's Personal ID #**

I have applied for educational support positions with **Name of Person Giving Reference:**  
Charlotte County Public Schools in the following area(s):

\_\_\_\_\_  
\_\_\_\_\_

To assist Charlotte County Public Schools in assessing my qualifications for the position(s) for which I may apply, I hereby authorize Charlotte County Public Schools to seek out/verify information regarding my present/previous employment and educational records. I hereby release Charlotte County Public Schools and any person, company, and/or entity who provides such information from any liability or damage which may result from furnishing information requested below.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**SECTION B - To be completed by reference**

Consider this applicant in relationship to the areas listed below. Please indicate your rating by circling the appropriate number using the following scale. Thank you.

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5=Extremely competent/professional  
4=Very competent/professional  
3=Competent/professional

2=Less than competent/professional  
1=Much less than competent/professional  
0=No basis for judgment

<b>TECHNICAL KNOWLEDGE</b> - Level of understanding and ability to use technical information required for the job.	5	4	3	2	1	0
<b>TECHNICAL PROFICIENCY</b> - Level of performance in technical area.	5	4	3	2	1	0
<b>WORK STANDARDS</b> -						
Quantity of Work	5	4	3	2	1	0
Quality of Work	5	4	3	2	1	0
<b>JUDGMENT</b> - Making decisions which are based on logical assumptions and which reflect factual information.	5	4	3	2	1	0
<b>DEPENDABILITY</b> - Reliable and trustworthy.	5	4	3	2	1	0
<b>PUNCTUALITY</b> - Observant of appointed time.	5	4	3	2	1	0
<b>ENERGY</b> - Maintains high activity level, alert, energetic.	5	4	3	2	1	0
<b>INITIATIVE</b> - Takes action to achieve goals beyond what is necessarily called for.	5	4	3	2	1	0

Applicant's Name (Please Print/Type) \_\_\_\_\_

Applicant's Social Security # \_\_\_\_\_

**ADAPTABILITY** - Maintains effectiveness in varying environments, tasks, and responsibilities. 5 4 3 2 1 0

**SENSITIVITY** - Considers the feelings and needs of others. 5 4 3 2 1 0

<b>COMMUNICATIONS</b> -	Oral Communication	5	4	3	2	1	0
	Written Communication	5	4	3	2	1	0
	Non-Verbal Communication	5	4	3	2	1	0
	Listening Skills	5	4	3	2	1	0

1. This assessment covers the following dates \_\_\_\_\_(month) \_\_\_\_\_(year) to \_\_\_\_\_(month) \_\_\_\_\_(year)

I have known the applicant \_\_\_\_\_years \_\_\_\_\_months in my position as \_\_\_\_\_

2. This person was employed in the following position(s): \_\_\_\_\_

ADDITIONAL COMMENTS, PLEASE \_\_\_\_\_

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Please include a phone number where you can be reached to verify this reference. ( ) \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Position: \_\_\_\_\_

Print Name: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

***In order to quickly and fairly assess this candidate as an applicant for the position he/she applied for, please return this reference form within five days of your receipt to the Human Resources Department, Charlotte County Public Schools, Florida. Thank you for your assistance.***

No person shall, on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, social and family background, or on the basis of the use of a language other than English by Limited English Proficiency (LEP) students, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment conditions or practices conducted by this school district, except as provided by law.  
CCSBP 4122

THIS FORM WILL BE SHOWN TO APPLICANT OR OTHER MEMBER OF THE PUBLIC ONLY ON SPECIAL REQUEST, IN COMPLIANCE WITH FLORIDA STATUTE 119, PUBLIC RECORDS LAW.