

EMPLOYMENT REFERENCE FOR A CLASSIFIED POSITION  
Georgetown County School District

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Your assistance in evaluating the suitability of the below-named applicant for employment with Georgetown County School District will be appreciated. Return this completed form to Georgetown County School District 2018 Church Street, Georgetown SC 29440. Attention Shanika Stafford, Human Resources

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**Applicant Section**

Applicant please complete this section then forward to your former employer to complete the remainder of the form. If you are unable to get this form completed, we will accept three letters of reference.

I, the undersigned, waive the right to personal access to review this reference form.

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

Applicants Name: \_\_\_\_\_

Social Security: \_\_\_\_\_

Applicant applying for position of: (✓) check one

- ( ) full time position with application on file or attached
- ( ) substitute teacher
- ( ) substitute food service
- ( ) substitute custodian
- ( ) substitute nurse
- ( ) temporary ( ) student worker / summer help ( ) other \_\_\_\_\_

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**Former Employer Section**

Former employer please complete the remainder of this form and mail to the address above, or give back to the applicant if waiver not signed above.

Formerly employed as: \_\_\_\_\_ (position held)

Dates of employment: \_\_\_\_\_ to \_\_\_\_\_

Relationship to applicant: (✓) check one

- ( ) employer or former employer
- ( ) supervisor or former supervisor
- ( ) co-worker or former co-worker
- ( ) other \_\_\_\_\_

Please (√) appropriately	Excellent	Good	Average	Fair	Poor	No knowledge
Performance of assigned duties						
Relationships with others						
Attendance						
Punctuality						
Safety practices						
Appearances						

Reason applicant stated for leaving position:

\_\_\_\_\_

Would you re-employ this individual: \_\_\_\_\_ If no, please explain:

\_\_\_\_\_

Additional comment if any:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Your current position: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

### *Our Mission*

*"To provide challenging educational programs that require all students to meet high academic standards and that prepare all students to be responsible citizens and lifelong learners."*

*Georgetown County School District is an equal opportunity employer*