

Coweta County School System

Reference Form

To: _____
Name of Reference _____
Address _____
City _____ State _____ Zip _____

Please return this form promptly to:

Director of Human Resources
Coweta County Board of Education
P.O. Box 280
Newnan, GA 30264
Phone (770) 254-2803
FAX (770) 254-2757

I have submitted an application for a position as a _____ Please check the appropriate columns below and mail this form at your earliest convenience to the address given above. I authorize the confidentiality of this information.

Last Name First Middle

Signature of Applicant Social Security Number Date

CONFIDENTIAL INFORMATION

PERSONAL TRAITS	Excellent	Good	Fair	Poor	Not Observed											
Stamina																
Dress-Grooming																
Self Discipline																
Organizational Skills																
Influential Personality																
Tactfulness																
Self-Control																
Common Sense																
Willingness to Give Extra Time/Effort																
Acceptance of Constructive Criticism																
PROFESSIONAL SKILLS																
Quality of Work																
Technical Skills for Position(s) Sought																
Written Communication																
Spoken Communication																
Response to Deadlines																
Care & Use of Supplies & Equipment																
Record Keeping																
Cooperation - Team Player																
Loyalty to System/Company																
Attendance																
Punctuality																
Prospects for Success																
OVERALL EVALUATION																
	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	0

Do you know of any reason this person should not work around children? _____ If yes, explain reason(s) on back.

Should we telephone you for additional information? _____ Telephone No. _____

Dates of employment/relationship: From _____ To _____ Relationship to Applicant: _____

Would you employ this applicant for the above named position? _____ Yes _____ No _____ Maybe

Signature Official Position

Telephone Date School or Company Name