



GWINNETT COUNTY PUBLIC SCHOOLS
Applications Center
437 Old Peachtree Road, NW, Suwanee, GA 30024
CONFIDENTIAL REFERENCE FORM

FAX 678-301-6101

Part I- To Be Completed By Applicant

Applicant's Name Please Print	Reference's Name Please Print
(Last) _____ (First) _____ (MI) _____	(Last) _____ (First) _____
Applicant ID# _____ <i>(Located on Careers Home page)</i>	Company Name _____
Applicant Address _____	Company Address _____
City/State/Zip _____	City/State/Zip _____
Email Address _____	Email Address _____

I authorize you to provide the Gwinnett County Public Schools with information regarding my suitability for employment. I understand the information supplied is confidential and will not be shared with me. I waive all rights of examination.

Position Applied for _____

Applicant's Signature/Date _____

Part 2 – To Be Completed By Reference

The individual named above has applied for a position in the Gwinnett County Public Schools and has listed you as a reference. Please complete the following sections and return this reference form to the address listed above as quickly as possible or you may FAX this reference form to **(678) 301-6101**. Place an 'X' in the appropriate column or N/A if you do not have adequate knowledge or if the trait is not applicable for the position.

PLEASE DO NOT RETURN THIS FORM TO THE APPLICANT.

TRAITS	SUPERIOR (TOP 5%)	ABOVE AVERAGE (NEXT 20%)	AVERAGE (NEXT 50%)	BELOW AVERAGE (LOWER 25%)	NOT OBSERVED
Supports the organization's mission and beliefs					
Has high expectations of all students/others					
Provides quality, engaging work to students/others					
Learns new skills easily					
Monitors progress and modifies instruction as needed					
Exhibits leadership qualities and initiative					
Demonstrates continuous professional growth					
Embraces change as opportunity for growth					
Communicates effectively and professionally					
Demonstrates trustworthiness and loyalty					
Effective team member					
Exhibits positive attitude, tact, and self control					
Competence in area of expertise					
Competence in classroom/organizational management					
Adheres to policies, procedures and rules					
Timeliness, attendance and punctuality					
Uses appropriate verbal communication skills					
Uses appropriate written communication skills					
OVERALL EVALUATION					

COMMENTS:

- Date of employment or time you have known applicant: FROM: MONTH ____/YEAR ____ TO: MONTH ____/YEAR ____
- Applicant's position or job title at the time of employment: _____
- Your title/position/company at the time you supervised this applicant: _____
- Would you hire this applicant to work with or near your child/other children? YES NO
- Would you hire/rehire this applicant? YES NO
- Why did the applicant leave your employment? _____
- Would you prefer us to call you for additional information? YES NO Telephone Number _(____)_____

PLEASE CHECK ALL THAT APPLY: ____ current/former employer ____ college professor ____ supervising teacher ____ personal

Reference's Signature _____

Date _____

Organization Name/City State _____

PROCEDURES FOR OBTAINING REFERENCES

Internal Applicants (current GCPS employees)

One supervisory reference from your current supervisor is required.

External Applicants (not currently employed by GCPS)

Non-Teaching Positions:

Two supervisory references on the GCPS Reference Form are required. Give one of the reference forms to your current supervisor and the other forms to supervisors from your previous job(s). A reference from your most recent supervisor will be required before an employment offer can be extended.

Teaching Positions:

Teachers with more than three years experience: Two supervisory references on the GCPS Reference Form are required. Give one reference form to your most recent principal and other reference forms to assistant principals, instructional supervisors, department heads, or previous principals.

Teachers with less than three years of full-time teaching experience: Two supervisory references on the GCPS Reference Form are required. Give one reference to your most recent principal and other reference forms to assistant principals, cooperating/directing teachers, or college supervisors.

New teachers with no teaching experience: Two supervisory references on the GCPS Reference Form are required. Give one reference form to a cooperating teacher and the other reference form to a principal or college supervisor for student teaching. Applicants enrolled an alternative certification program must provide references from current and former supervisors. A reference from your most recent supervisor will be required before an employment offer can be extended.

The reference forms should not be returned to you. The evaluator is asked to complete the forms and return them to the Division of Human Resources/Applications Center.