

Personnel Department
SPARTANBURG COUNTY SCHOOL DISTRICT THREE
P. O. Box 267
Glendale, S. C. 29346
REFERENCE FORM

Waiver of Access (To be signed by the applicant)

TO APPLICANT: Many people will not complete references unless the confidentiality can be assured. If you wish this reference to be confidential please sign and date the waiver of access below. All applications and accompanying records become the property of the district and are not available to candidates. **WAIVER OF ACCESS:** I, the undersigned waive any right of access to this reference.

_____ Name of Applicant (Print or Type) _____ Signature of Applicant _____ Date

The above candidate has applied for a position as a teacher of _____ within Spartanburg County School District and has given your name as a reference. This reference form will be included in the applicant's file for review by school administrators. This form is confidential and will not be shared with the applicant, unless the waiver has not been signed. Your prompt reply will be appreciated. Please return the completed form to the above address.

1 – Outstanding 2 – Above Average 3 – Average 4 – Below Average 5 – Unacceptable 6 – Not Observed

PROFESSIONAL TRAITS	1	2	3	4	5	6
Personal Appearance						
Attendance/Punctuality						
Scholarship						
Personal Initiative						
Ability to Work with Others						
Language and Communication Skills						
Overall Appraisal						
TEACHING TRAITS	1	2	3	4	5	6
Knowledge of Subject Matter						
Lesson Planning and Preparation						
Ability to Implement Planned Instruction						
Ability to Relate to Students						
Classroom Management (discipline)						
Sensitivity to Individual Student Needs						
Interest in Total School Program						

- I have known the applicant: _____ Personally _____ As a student _____ As an employee
- How long have you known the applicant? _____
- If former employee, why did applicant leave your employ? _____

- Would you hire (rehire) this applicant? _____
- Please comment on any additional information you feel we may need to know as a prospective employer? _____

(Use reverse side if necessary)

_____ Name of Reference (Print or Type) _____ Address _____ Phone Number

_____ Signature of Reference _____ Position/Title _____ Date