

## Federal Way Public Schools

### CONFIDENTIAL REFERENCE FORM FOR CLASSIFIED POSITIONS

**NOTE TO APPLICANT:** It is YOUR responsibility to distribute this Form to current and/or past supervisor(s). Please complete Section 1 and then forward to the individual you have selected to provide your confidential reference. Your reference person should then send the reference form to the address listed at the bottom of the page.

#### **SECTION 1 – TO BE COMPLETED BY APPLICANT**

Applicant: I authorize any current or former employer, person, firm, corporation, educational or vocational institution, or government agency to provide to Federal Way Public Schools information they have regarding me. I hereby release and discharge those who provide information and Federal Way Public Schools from any and all liability as a result of furnishing and receiving this information. I agree that references and personal information which become a part of this application will be regarded as confidential and shall not be revealed or disclosed to me.

Candidate Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Please Print)

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

#### **SECTION 2 – TO BE COMPLETED BY CURRENT AND/OR PAST SUPERVISOR**

When and under what circumstances have you been acquainted with this applicant? \_\_\_\_\_

Applicant's Job Title: \_\_\_\_\_ Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Reason for leaving this position: \_\_\_\_\_

**Please carefully evaluate the applicant in each of the following categories:**

Category	Upper 5 %	Upper 10% but not Upper 5%	Upper 25% but not Upper 10%	Upper 50% but not Upper 25%	Lower 50%	No basis for Judgment
<b>Adaptability.</b> Ability to change and be flexible in varying capacities, adjusts quickly.						
<b>Cooperation.</b> Cooperative and gets along well with others.						
<b>Dependability.</b> Can be relied upon to complete work with minimum supervision						
<b>Human Relations.</b> Sensitivity to individual differences, e.g. cultural, ethnic, socioeconomic, gender, handicap; works well with others.						
<b>Performance.</b> Amount of work produced is consistent with job expectations.						
<b>Initiative and Decision-Making.</b> Resourceful, with the ability to assess problems, determine priorities, and reach solutions.						
<b>Punctuality and Attendance.</b> Infrequently absent or late.						
<b>Communication.</b> Ability to exchange information appropriately; uses both written and oral communication appropriately.						
<b>Customer Service.</b> Responds courteously and promptly to students, staff, and public as appropriate.						
<b>Technical Knowledge/Skills.</b> Possesses knowledge/skills to perform job.						
<b>Quality of Work.</b> Accuracy, thoroughness, and effectiveness of work.						
<b>Organization.</b> Organizes and prioritizes work load and resources.						
<b>Confidentiality.</b> Maintains confidential information and communications in an ethical manner.						

**Overall Rating of this candidate (check one)**     Excellent     Very Good     Good     Fair     Poor

Would you rehire this individual?     Yes     No

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

Organization/School: \_\_\_\_\_ Position/Title: \_\_\_\_\_

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

Office Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_

**IMPORTANT: Please return completed form directly to:** **Lori Simmons, Federal Way Public Schools**  
**31405 18<sup>th</sup> Avenue South**  
**Federal Way, WA 98003-5433**  
**Phone 253-945-2072 or 253-945-2073**