

HAMILTON COUNTY SCHOOL DISTRICT
 PERSONNEL DEPARTMENT
 4280 SW COUNTY ROAD 152
 JASPER, FL 32052
 (386) 792-6504

NON-INSTRUCTIONAL REFERENCE FORM

SECTION A - To be completed by the applicant:

Applicant's Name (Please Print/Type) _____

I have applied for a non-instructional position with the Hamilton County School Board in the following areas:

- | | | |
|---|--------------------------------------|---|
| <input type="checkbox"/> Clerical | <input type="checkbox"/> Custodial | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Paraprofessional | <input type="checkbox"/> Substitute | <input type="checkbox"/> Food Service |
| <input type="checkbox"/> Maintenance | <input type="checkbox"/> Other _____ | |

SECTION B - To be completed by reference:

Name & Address of Reference (Please Print/Type)

Consider this applicant in relationship to the areas listed below. Please indicate by circling the appropriate number using the following scale. Thank you.

- 5 - Extremely competent/professional
- 4 - Very competent/professional
- 3 - Competent/professional
- 2 - Less than competent/professional
- 1 - Much less than competent/professional
- 0 - No basis for judgment

TECHNICAL KNOWLEDGE - Level of understanding and ability to use technical information required for the job.	5	4	3	2	1
TECHNICAL PROFICIENCY - Level of performance in technical area	5	4	3	2	1
WORK STANDARDS - Quantity of Work Quality of Work	5	4	3	2	1
JUDGMENT - Making decisions which are based on logical assumptions and which reflect factual information	5	4	3	2	1
DEPENDABILITY - Reliable and trustworthy	5	4	3	2	1
PUNCTUALITY - Observant of appointed time	5	4	3	2	1
ENERGY - Maintains high activity level, alert, energetic	5	4	3	2	1
INITIATIVE - Takes action to achieve goals beyond what is necessarily called for	5	4	3	2	1
ADAPTABILITY - Maintains effectiveness in varying environments, tasks, and responsibilities	5	4	3	2	1
SENSITIVITY - Considers the feelings and needs of others	5	4	3	2	1
COMMUNICATIONS - Oral Communication	5	4	3	2	1
Written Communication	5	4	3	2	1
Non-verbal Communication	5	4	3	2	1
Listening Skills	5	4	3	2	1

This assessment covers the period between _____ to _____. I have known the applicant _____ months, and/or _____ years in my capacity as _____.

ADDITIONAL COMMENTS PLEASE

Please include a phone number(s) where you can be reached to verify this reference.

() _____ () _____ () _____
Home Work Cell

Date: _____ Signature: _____

Position: _____

Please mail or fax this form to: Hamilton County School District
Personnel Department
4280 SW County Road 152
Jasper, FL 32052
386-792-3681 - Fax