

BALTIMORE COUNTY PUBLIC SCHOOLS

Department of Human Resources

1946-N Greenspring Drive, Timonium, MD 21093

Administrative and Supervisory Applicant Reference

Reference Request for: _____

Position Applied for: _____

Dear:
The above-named person has applied for the administrative/supervisory position listed with the Baltimore County Public Schools. Please evaluate this candidate and make any other comments on the space provided below. Your response is strictly confidential, unless subpoenaed by a court, and is important to us in evaluating qualifications and potential of this application. It is essential that you return this form to us as soon as possible.

Dr. Alpheus Arrington
Director of Personnel

Professional Relationship: _____ Applicant's Dates of Service: From: _____ To: _____
Length of Service: _____

Please check the appropriate boxes below.

Comprehensive Ratings	Superior	Very Good	Average	Fair	Poor	Unknown
Effectiveness in planning and work - organization						
Ability to communicate both orally and in writing						
Co-worker relationships – tact, cooperative, judgment						
Ability to complete multiple tasks						
Perceived by colleagues as a leader						
Regularity of attendance						
Enthusiasm						
Resourcefulness/self-discipline						
Demonstrates leadership characteristics						

If former employee, please state reason for leaving: _____

I highly recommend this person for the position. I recommend with reservations. I do not recommend this person for the position he/she applied for.

Would you rehire this person? Yes No (if no, explain reasons) _____

Other Comments: _____

Your signature: _____ **Title/Position:** _____

Company: _____ **City/State/Zip:** _____

Telephone Number (work): _____ **Date:** _____

Please return this form to: Dr. Alpheus Arrington, Director
Office of Personnel
1946-N Greenspring Drive
Timonium, MD 21093

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