VERIFICATION OF EMPLOYMENT AND REFERENCE FORM

Portsmouth Public Schools
P. O. Box 998
Portsmouth, VA 23705

APPLICANT: Please detach from packet, complete Part 1 and forward to the person completing the reference form.

Part 1: I have applied for a teaching/non-teaching (circle one) position as a _____with Portsmouth Public Schools. I have authorized Portsmouth Public Schools to obtain information concerning me. I waive any rights to review this reference. Please complete this form and return it to Portsmouth Public Schools.

_____ _____ _____
Printed Name of Applicant Signature of Applicant Date

EMPLOYER/CHARACTER REFERENCE:
The individual identified above has filed an application with Portsmouth Public Schools for employment. We are seeking reliable information on the background of this applicant. Your responses to the statements will assist us in making decisions concerning this individual. All comments made by you will be kept confidential. Thank you for your assistance.

Part A: TEACHING REFERENCE *Complete this section only if you have observed the applicant teaching; otherwise, please complete the * Personal Reference Unable to Judge section below.)*

CATEGORIES:	Excellent	Very Good	Good	Fair	Poor	*Unable to Judge
Knowledge of Content						
Planning Skills						
Instructional Skills						
Skill in Discipline						
Providing a classroom environment conducive to learning						
Evaluating Student Progress						
Establishing Teacher-Student Rapport						
Professionalism						
Staff Relations						
Enthusiasm						
Attendance/Punctuality						
Overall rating of the applicant.						

Part B: NON-TEACHING REFERENCE *(Complete this section only if you have knowledge of the applicant's non-teaching work experience; otherwise, please complete *Personal Reference Unable to Judge section below.)*

CATEGORIES:	Excellent	Very Good	Good	Fair	Poor	*Unable to Judge
Attendance						
Punctuality						
Ability to Work with Others						
Personal Appearance						
Dependability and Reliability						
Attitude Toward Work						
Quality of Work Produced						
Initiative						
Flexibility						
Ability to Work with Children						
Overall rating of the applicant.						

* Personal Reference Unable to Judge and/or additional comments:
_____
_____
_____
_____
_____

Date of employment or attendance: From _____ To _____
Would you employ or reemploy the applicant? ∗ Yes ∗ No

∗ Highly Recommend ∗ Recommend ∗ Recommend with reservation ∗ Do not recommend

_____ _____ _____ _____
Signature of Evaluator **Print Name of Evaluator** **Position** **Date**

AN EQUAL OPPORTUNITY EMPLOYER

The Portsmouth Public Schools System is an equal educational opportunity school system. The School Board of the City of Portsmouth also adheres to the principles of equal opportunity in employment and, therefore, prohibits discrimination in terms and conditions of employment on the basis of race, sex, national origin, color, religion, age, or disability.