

Prince William County Public Schools REFERENCE FORM

The Prince William County Public Schools (PWCS) application process requires submission of professional references from current and previous supervisor(s). The applicant should complete Section I and forward the form to the person who will be completing the reference questions in Section II.

SECTION I (to be completed by the	e applicant)							
DEAR		DATE						
(List the individual that will be providing	the reference i.e. p	revious/curi	ent supervisor,)				
I am applying for a position with PWCS. I knowledge of my background and forward provided will be confidential and will not	d to the Departr	ment of Hu	man Resour	ces (DHR). I understand			
Applicant's Name (Please Print)		Applicant's Signature						
Applicant's Phone Number		Applicant's Social Security or PID Number						
SECTION II (to be completed by	reference provi	der) Pleas	e rate the fo	llowing a	reas:			
A	BOVE ERAGE	AVERAG	E BE	ELOW ERAGE	UNKNOW	N		
Judgment Prof. Appearance/Demeanor								
Leadership Communication Skills								
Command of English Language								
Conduct/Character								
Initiative & Resourcefulness								
Attendance/Reliability								
Cooperation/Attitude								
Attitude toward Superiors								
Classroom Mgmt (if applicable)								
Overall Effectiveness								
Does the applicant have the ability to supe	ervise others?	YES	NO					
Is the applicant honest and trustworthy?		YES	NO					
Do you know of any circumstances or per-	sonal traits that	would cau	se the applic	ant to be	an undesirable	employe	e?	
YES NO If YES, explain:					 			
How long have you known the applicant?			_					
Reason applicant left your employment:			_ Would you	ı rehire th	e applicant?	YES	NO	
Comments:								
Name (Please Print)	Position	Position		Phone Number				
Name of Francisco (G. 1971)	<u> </u>				Email			
Name of Employer (Company/ School Division	<i>ı)</i> Signatu	re/Date			Email			

Please Fax: 703.791.8193 or Mail to: PWCS Attn: DHR, P.O. Box 389, Manassas, VA 20108

The Prince William County School Board is committed to a policy of nondiscrimination and to the provision of equity in its educational programs, services and activities for all students and employees. The Division shall not discriminate in employment nor in the provision of educational programs, services, and activities on the basis of race, color, religion, national origin, sex, gender identity, sexual orientation, pregnancy, childbirth or related medical conditions, age, marital status, veteran status, disability, genetic information or any other basis prohibited by law. The following individual(s) will handle inquiries regarding nondiscrimination policies, including Section 504 and Title IX: Associate Superintendent for Human Resources, PWCS, P.O. Box 389 Manassas, VA 20108 (Rev.07/2018)