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SSN input boxes

HUMANITIES AND FINE ARTS
CHARTER SCHOOL
213 N. Lee Street
Leesburg, FL 34748

PROFESSIONAL
ADMINISTRATIVE
REFERENCE FORM

I - TO BE COMPLETED BY APPLICANT (Please Print)

Name of Applicant:

Mailing Address: City: State: Zip:

I have applied for an administrative position with the Humanities and Fine Arts Charter School and would like for you to complete the form below in order that my file can be considered for an interview and screening. Please mail this form to the school address indicated above. Also note that this will not be kept confidential. In making this request, I am expressly releasing the reference for any liability from complying with my request.

Signature of Applicant: Date:

Notice: Any evidence that an applicant has completed any portion of the reference other than Section I may result in the Humanities and Fine Arts Charter School's denial of consideration for employment due to falsification of the application.

II - TO BE COMPLETED BY REFERENCE

Note: References are not accepted from members of the applicant's immediate family or in-laws of the same relationship.

Supervisory relationship: Former Administrator Former employee Other

Dates of service: From: Mo: Yr: to Mo: Yr: Reason for leaving:

Based on your professional judgment of the applicant as an administrator, please mark [X] the appropriate rating of the characteristics indicated below. Please note that the applicant has access to this reference, and that we will score this reference to determine the applicant's eligibility for employment. Rating Key: 1 = No basis for judgment; 2 = Below acceptable standards; 3 = Meets/Met acceptable standards; 4 = Good; 5 = Outstanding

Table with 2 columns: DESIRED CHARACTERISTICS and RATING. Rows A through P list various characteristics with corresponding rating options (1-5).

Indicate your overall recommendation of this applicant for an administrative position:

- Do not recommend Recommend with reservations Recommend Recommend Highly

Comments:

Please check one of the following: The above reference is, to the best of my knowledge, an accurate reflection of the candidate's ability and his/her traits. I have additional information about the applicant, which I believe should be shared with the Humanities and Fine Arts Charter School. Please have the appropriate school administrator call me.

Do you know of any reason this person should not work around children? Yes No If yes, please elaborate:

Signature of Individual Completing Reference Date
Printed Name/Title Telephone (Area Code + Number)
School System Address/City/State & Zip

PLEASE FORWARD DIRECTLY TO THE EDUCATIONAL LEADER - DO NOT RETURN TO THE APPLICANT