



THE SCHOOL DISTRICT OF PALM BEACH COUNTY
RECRUITMENT & RETENTION

Substitute Teacher Employment Reference Verification

This form is to be completed by person who has been selected as a reference by the substitute teacher applicant. The applicant has applied for a substitute teacher position with the School District of Palm Beach County and has listed you as a reference. This reference form will be included in the applicant's file for review by the appropriate supervisor. **Return the completed form to the applicant or email to: substituteoffice@palmbeachschools.org.** Falsifying this document will result in the applicant being banned from employment eligibility with the District for one year. This form should be completed electronically or by using blue or black ink.

APPLICANT INFORMATION

Date	Applicant First Name	Applicant Last Name	Applicant ID
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I authorize you to provide the School District of Palm Beach County with information regarding my suitability for employment.
Note: All references are subject to verification by Human Resources.

Applicant's Signature

REFERENCE INFORMATION

Relationship to applicant: Principal Director Manager/Supervisor Other _____

Reference's Name		Reference's Title
Reference's Phone Number	Organization Name (School/Business)	

Applicant's Current/Previous Job Type: Paid Employee Volunteer Student No Previous Employment

Applicant's Current/Previous Job Title (enter NA for none)	Employment dates or time you have known the applicant:		OR <input type="checkbox"/> currently employed by organization
	From Date	To Date	

COMPLETE FOR ALL APPLICANTS

If you decline to provide any information or provide limited information, document reason for declining in the space below and check "Unable To Answer" for questions 1 - 8.



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Date	Applicant First Name	Applicant Last Name	Applicant ID
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1. How would you rate this person's ability to fully carry out their job/school responsibilities?

- Excellent Good Average Below Average Unacceptable Unable To Answer

Additional Feedback

2. How would you rate this person's ability to meet deadlines/assignments?

- Excellent Good Average Below Average Unacceptable Unable To Answer

Additional Feedback

3. How would you rate this person's motivation to learn and improve their work/performance?

- Excellent Good Average Below Average Unacceptable Unable To Answer

Additional Feedback

4. How would you rate this person's ability to follow directions and guidance?

- Excellent Good Average Below Average Unacceptable Unable To Answer

Additional Feedback

5. How would you rate this person's ability to work with others?

- Excellent Good Average Below Average Unacceptable Unable To Answer

Additional Feedback

6. How would you rate this person's attendance?

- Excellent Good Average Below Average Unacceptable Unable To Answer

Additional Feedback

7. How would you describe the person's technical skills?

- Excellent Good Average Below Average Unacceptable Unable To Answer

Additional Feedback



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8. Would you reemploy this person? Yes No Unable To Answer

If no, why

If the applicant did not work as an instructor under/with you, select "Unable To Answer."

TEACHING TRAITS	Excellent	Good	Average	Below Average	Unacceptable	Unable To Answer
Enthusiasm for Teaching	<input type="checkbox"/>					
Knowledge of Subject Matter	<input type="checkbox"/>					
Lesson Planning/Preparation	<input type="checkbox"/>					
Sensitivity to Individual Student Needs	<input type="checkbox"/>					
Student Response to Teaching	<input type="checkbox"/>					
Ability to Work with Parents/Community	<input type="checkbox"/>					
Classroom Management (Discipline)	<input type="checkbox"/>					
Flexibility in Dealing with Change	<input type="checkbox"/>					
Overall Quality of Work	<input type="checkbox"/>					

Signature of Person Completing Reference