

THE SCHOOL DISTRICT OF PALM BEACH COUNTY RECRUITMENT & RETENTION Student Reference Verification

This form is to be completed by the person who has been selected as a reference by the applicant. An applicant applying for a position of student intern or school-based afterschool personnel 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 *studentinterns@palmbeachschools.org*. Falsifying this document will result in the applicant being banned from employment eligibility with the School District of Palm Beach County for one year. This form should be completed electronically or by using blue or black ink.

Note: Applicant using this form must be a current student or a graduate of the School District of Palm Beach County (SDPBC) who is currently an undergraduate at a college or university.

APPLICANT INFORMATION

Applicant First Name	Applicant Last Name			Applicant ID #
Name of Current or Most Recent SDPBC High School or College		Grade or College Level	Dates Att	ended High School or College

Position applied for: Student Intern Afterschool Program Personnel				
Applied For School/Dept. #	Applied For School/Dept. Name	Job ID #		

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.

	Signature of Applicant	Date		
REFERENCE INFORMATION Relationship to applicant: Principal Teacher/Professor Advisor Other (may not be a relative)				
Reference Name		Reference Title		
Reference Phone Number	Organization Name (School/Business)			

COMPLETE THIS SECTION FOR ALL APPLICANTS

How would you	rate this p	erson's ability	to fully carry out their	r assignments/responsibilities?
Excellent	Good	Average	Below Average	Unacceptable
How would you	i rate this p	erson's ability	to meet deadlines?	
Excellent	Good	Average	Below Average	Unacceptable
3. How would you rate this person's motivation to learn and improve their work/performance?				
Excellent	Good	Average	Below Average	Unacceptable
	Excellent How would you Excellent How would you	Excellent Good How would you rate this po Excellent Good How would you rate this po	Excellent Good Average How would you rate this person's ability Excellent Good Average How would you rate this person's motiva	How would you rate this person's ability to meet deadlines?



Applicant First Name	Applicant Last Name	Applicant ID
4. How would you rate this person's ability to follo	ow directions and guidance? Iow Average 🔄 Unacceptable	
5. How would you rate this person's ability to wor Excellent Good Average Be	k with others? low Average Unacceptable	
6. How would you rate this person's attendance?	low Average 🔄 Unacceptable	
7. How would you describe this person's technica	Il skills? Iow Average 🛛 Unacceptable	
8. How would you rate this person's ability to take	e initiative? low Average 🛛 Unacceptable	
9. How would you rate this person's ability to ada	pt to change? low Average Unacceptable	
10. Would you hire this person?		
Additional Feedback		

Signature of Person Completing Reference

Date