

THE SCHOOL DISTRICT OF WAKULLA COUNTY, FLORIDA
HUMAN RESOURCES DEPARTMENT
CLASSIFIED / CERTIFIED
TELEPHONE REFERENCE / RECOMMENDATION FORM

Section 768.095, Florida Statutes, provides immunity from liability in releasing information about a former employee's job performance to a prospective employer.

INSTRUCTIONS: *This form must be completed for anyone recommended at the level of teacher or above. If this is for an internal transfer, complete sections 1 and 2. Section 2 or 3 of this form must be completed for a classified candidate if no reference was provided by the current / most recent employer before the job is offered. **This form must be sent to the attention of the Human Resources Executive Director in the Human Resources Department with the Appointment Form.***

Name of Recommended Applicant _____

Date Interviewed _____

Position Recommended for _____

1) Present Wakulla County Schools Teacher / Substitute Teacher / Former Teacher / Part-Time Teacher

Yes No (If yes, complete a, b, c, & d)

a. Have you observed the current teacher / substitute / former teacher in a classroom situation?

Yes No

b. Have you contacted any other school administrator concerning this current teacher/substitute/former teacher's performance? Yes No

If yes, who? _____

c. Based on your first-hand knowledge or information you received about this current teacher / substitute / former / part-time teacher, do you believe any further verbal references are needed from previous employers? Yes No

d. If yes, complete #2 and return signed form to Human Resources. If no, please return signed form to Human Resources. However, if the former teacher has worked for another employer since leaving Wakulla County Schools, you must also complete #2 prior to returning the signed form to Human Resources.

2) Current / Last Employer Including Student Teaching

If last employment was less than one year, complete an additional reference form from previous employment. If student teaching is the only teaching experience, it is not necessary to obtain an additional reference unless the applicant has worked in any full time position since the student teaching experience.

Where was the applicant last employed? _____

Whom did you contact at the last place of employment? _____

Name _____

Position _____ Phone# _____ Date Contacted _____

What was his / her response to the following questions?

(a) Did this person work for you? Yes No How Long? _____

Exact dates of employment: From: _____ To: _____

(b) In what capacity?

(c) Was this person recommended for continued employment? Yes No

If no, why? _____

(d) How was the applicant's job performance?

(e) Do you know of any reason why this person should not work with students? Yes No

If yes, why?

(f) Why did this person leave your employ?

(g) Was this person ever disciplined? Yes No

If yes, explain:

(h) Was this person ever terminated? Yes No

If yes, explain:

(i) Did this person ever resign in lieu of termination? Yes No

If yes, explain:

(j) Was this person ever referred to a state licensing/certifying authority? Yes No

If yes, explain:

(k) If you had a position available, would you rehire this person? Yes No

If no, why?

(l) Is there any other person who can provide additional information about this person?

Name _____ Position _____ Phone # _____

3) Character Reference (To be completed in the event that no information concerning the individual was obtained in #1 and #2. Do not use a relative as a reference.)

If the individual has never worked or the lapse of time is such that a reference check from previous employment would not be possible, please complete the following:

Whom did you contact? _____

Name _____ Position _____ Phone # _____

What was his / her response to the following questions:

(a) How long have you known this applicant?

(b) What is your relationship to the applicant?

(c) Do you know of any reason why this person should not work with students? Yes No

If yes, why?

(d) Is there any other pertinent information about this person?

4) Based upon the applicant's resume and the interview, all work history and/or educational history can be verified from high school to present. All gaps in employment have been explained. Yes No

5) Was candidate a previous WCSB Board Appointed Employee? Yes No

If Yes, Name of Supervisor: _____

Date Contacted: _____

Comments: _____

Being aware of the preceding information and having interviewed this person, I recommend (candidate) _____ for employment in the position of (position) _____.

Principal's/Administrator's Signature _____

Cost Center _____ Date _____

Forward this completed form with appointment form to Human Resources.