



# Bedford County Public Schools

Office of Human Resources

P.O. Box 748

• Bedford, Virginia 24523-0748

## Reference Request

Phone 540/586-1045

Fax 540/586-7739

Dear \_\_\_\_\_:

Please fill out the information below for a reference request for a position with Bedford County Public Schools. I authorize you to provide this information to the Human Resources Office of Bedford County Public Schools and I waive my rights to review this information.

\_\_\_\_\_  
Applicant Name (Print)

\_\_\_\_\_  
Applicant Signature

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How long have you known the applicant? \_\_\_\_\_

How did you come to know the applicant? Please circle all that apply:

Personal friend   Supervisor   Co-worker   Other: \_\_\_\_\_

Please rate the applicant in the following categories using the rating scale provided.

3= Above average   2= Average   1= Below average   0= Unsatisfactory   X= Not applicable/or Unknown

Dependability: \_\_\_\_\_

Ability to get along with others: \_\_\_\_\_

Promptness: \_\_\_\_\_

Suitability for working around children: \_\_\_\_\_

Ability to follow directions: \_\_\_\_\_

Compliance with rules/regulations: \_\_\_\_\_

In your own words explain why you would recommend this applicant for a position with Bedford County Public Schools?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If applicable, would you rehire this applicant? Yes \_\_\_ No \_\_\_

Print name: \_\_\_\_\_ Signature: \_\_\_\_\_

Company/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

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**Instructions to the job applicant:**

*Please forward this reference form to three (3) different individuals of your choice, two (2) of which must be prior employers. All three references must be returned before you will be further considered for a position with Bedford County Public Schools.*