

**SUMTER COUNTY SCHOOLS**  
**Personnel Department, 2680 WC 476, Bushnell, Florida 33513**  
**(352)793-2315**

**NON-INSTRUCTIONAL REFERENCE**

Instructions: **Three (3)** Non-Instructional References are required. Each must be mailed to the Sumter County School Board, Personnel Department, by the person making the reference. Forms **MUST** be completed by past employers including **one (1) from your most recent employer**.

Name of Applicant: \_\_\_\_\_ has applied for a non-instructional position with the Sumter County Public Schools.

Dates of employment with this reference: (year) \_\_\_\_\_ to (year) \_\_\_\_\_

I authorize you to provide the Sumter County School Board with information regarding my suitability for employment.

**Applicant: Complete information above this line.**

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

Reference: Must be completed by previous employer.

1. How long have you known applicant? \_\_\_\_\_
2. What was applicant's position? \_\_\_\_\_
3. If applicant was your employee, what were employment dates? \_\_\_\_\_
4. If a vacancy existed in your school or business for which the applicant was qualified, would you recommend him or her for employment? \_\_\_ Yes \_\_\_ No

Professional/Personal Qualities	Excellent	Very	Good	Fair	Poor
<i>Quality of Work/Work Habits</i>					
<i>Ability to Work with Others</i>					
<i>Ability to Learn</i>					
<i>Dependability/Attendance</i>					
<i>Attitude</i>					
<i>Judgment/Common Sense</i>					
<i>Initiative</i>					
<i>Health/Emotional Stability</i>					
<i>Personality</i>					
<i>Personal Appearance</i>					

Additional Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Would you rehire this person if you had a vacancy? \_\_\_ Yes \_\_\_ No      Phone number where you may be reached to verify this reference.  
 \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_  
 (Please type or print)

\_\_\_\_\_  
 (Signature)      School/Agency \_\_\_\_\_ Date \_\_\_\_\_