

PERSONAL REFERENCE FORM

| | Last | First | Middle |
|------------------------|------|-------|--------|
| Reference Information: | | | |
| Name: | | | |
| | | | |
| Address: | | | |

The above applicant, ______, is applying for employment with St. Rose of Lima Catholic School. He/she has submitted your name as a personal reference.

Your candid assessment of the applicant will assist the Principal with the evaluation. You may attach additional sheets, if necessary. Please return all materials to the applicant in an envelope. Seal the envelope and sign it across the seal to ensure confidentiality. Or, you may choose to mail the forms directly to the OCS at the address above. We appreciate your assistance.

How long have you known the applicant?

In what capacity have you known the applicant?

Briefly, how would you describe the applicant?

In your opinion, what are the applicant's outstanding abilities or characteristics?

What are his/her areas for growth?

Please include any additional information that you believe would be helpful in considering the applicant's submission.

I recommend this applicant (Please circle one.)

| With reservation | Fairly strongly | Strongly | Enthusiastically | |
|---------------------------|-----------------|--------------|------------------|--|
| Your Title or Profession: | Telephone: | | _ E-mail: | |
| Your Signature: | | Date signed: | | |
| | | | | |