



# Hanover County Public Schools

200 Berkley Street

Ashland, VA 23005-1399

Telephone: 804-365-4500

Fax: 804-365-4660

[www.hcps.us](http://www.hcps.us)

## SUPPORT STAFF REFERENCE FORM

Please check all positions of interest:

_____	Bus Driver	_____	Custodian / Maintenance
_____	Food Service	_____	Instructional Aide
_____	School Nurse	_____	Administrative Assistant
_____	Technology	_____	Other: _____

Dear \_\_\_\_\_ (name of reference to complete this form)

I am applying for a position with Hanover County Public School. Please complete this evaluation and mail it directly to:

**Hanover County Public Schools, Human Resources Office, 200 Berkley Street, Ashland, VA 23005.**

I am authorizing Hanover County Public Schools to contact the employer/evaluator I have listed. I understand that I waive any right I may have to compel Hanover County Public Schools and the Department of Human Resources to disclose the contents of the evaluation.

_____	Applicant's Name (please print)	_____	Applicant's Signature	_____	Date
_____	Applicant's Telephone	_____	Applicant's Email		

Three (3) work-related references are required. One must be from your current or most recent supervisor. Do not include family members or other relatives.

### PLEASE RATE THE FOLLOWING AREAS:

	EXCELLENT	VERY GOOD	GOOD	FAIR	POOR
Dependability/Reliability	_____	_____	_____	_____	_____
Team Work/Cooperation	_____	_____	_____	_____	_____
Ability to work with others	_____	_____	_____	_____	_____
Punctuality/Attendance	_____	_____	_____	_____	_____
Attitude toward work	_____	_____	_____	_____	_____
Attitude toward Superiors	_____	_____	_____	_____	_____
Proficiency	_____	_____	_____	_____	_____
Potential for advancement	_____	_____	_____	_____	_____
Communication Skills	_____	_____	_____	_____	_____
Does the applicant have the ability to supervise others?		YES _____	NO _____		
Is the applicant honest and trustworthy?		YES _____	NO _____		
Reason applicant left your employment:	_____				
Would you rehire applicant?		YES _____	NO _____		

COMMENTS:

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

_____	Evaluator's Name	_____	Name of Employer	_____	Telephone
_____	Position	_____	Address		
_____	Signature	_____	Date		

The Hanover County School Board does not unlawfully discriminate on the basis of age, sex, race, color, religion, disability or national origin in its employment practices or educational programs and activities. The Administrator for Special Education is designated as coordinator for non-discrimination for access to and implementation of programs under Section 504 and the Americans with Disabilities Act. The Assistant Superintendent of Human Resources is designated as coordinator for non-discrimination regarding personnel matters under Section 504 and the Americans with Disabilities Act.