

HARDY COUNTY BOARD OF EDUCATION
PERSONNEL OFFICE
510 ASHBY STREET
MOOREFIELD, WV 26836
(304) 530-2348, Ext. 222 or 236

This reference form was supplied to the applicant. Please complete this form and return it directly to the Personnel Office at the address above. Do not return the form to the applicant.

RECOMMENDATION OF CANDIDATE
For Employment as a Teacher

PART I – To Be Completed By Candidate

Name (print) _____

Address _____

Home Phone _____ Work Phone _____

Certification Area(s) _____

Please assist me in my application for a position with the Hardy County Board of Education by completing Part II below and returning it to the Personnel Office. You have my permission to complete this evaluation based on your knowledge of my background. I further understand that the information provided will be kept confidential and will become the property of the Hardy County Board of Education. I hereby waive my right to review this.

Signature

Date

Part II – To Be Completed by Evaluator

In what capacity do you know the candidate? _____

	Unknown	Excellent	Very Good	Good	Satisfactory	Poor
Ability to accept Constructive Criticism						
Initiative						
Ability to work with other employees						
Adaptability						
Ability to work with children						
Judgment						
Attendance						

Would you recommend this candidate for employment? Yes _____ No _____

Please write a brief statement giving your assessment of this person in the space below or on the back of this sheet.

Name _____ Date _____
 Organization _____ Phone _____
 Address _____
 Position _____ Signature _____