



Newark Board of Education

Where Passion Meets Progress

Roger León
Superintendent

Applicant Name: _____

Date of Reference Check: _____

Person Checking Reference: _____

Reference Name: _____

Reference Organization: _____

Relationship to Applicant: Supervisor/Manager Peer/Colleague

Dates of Employment: From _____ To _____

Position(s) Held:

What was the nature of the applicant's job?

Reason for Separation: Voluntary Involuntary

Give Explanation:

Please rank the candidate based on the following areas:

Responds to Supervision	Poor	Fair	Good	Very Good	Excellent	N/A
Attendance	Poor	Fair	Good	Very Good	Excellent	N/A
Dependability	Poor	Fair	Good	Very Good	Excellent	N/A
Willingness to assume responsibility	Poor	Fair	Good	Very Good	Excellent	N/A
Ability to follow instructions	Poor	Fair	Good	Very Good	Excellent	N/A
Quality of work	Poor	Fair	Good	Very Good	Excellent	N/A
Quantity of work	Poor	Fair	Good	Very Good	Excellent	N/A

Additional Questions:

Were there any disciplinary actions? Please explain:

Were there any performance issues? Please explain:

What are the candidate's strong points?

What are the candidate's weak points?

If given the opportunity, would you re-employ this individual? Yes No

Any additional comments?