



**PENFIELD**

CENTRAL SCHOOL DISTRICT  
*Building a Bright Future*

**Thomas K. Putnam, Ed.D.**

SUPERINTENDENT

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## REFERENCE FORM

DATE: \_\_\_\_\_

NAME OF APPLICANT: \_\_\_\_\_

STREET: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

IS AN APPLICANT FOR A **BUS DRIVER** POSITION IN OUR SCHOOL DISTRICT AND HAS GIVEN YOUR NAME AS A REFERENCE.

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**Please indicate, by number, your opinion of the candidate's traits where applicable:**

1. Excellent

2. Average

3. Below Average

1. Job Skill \_\_\_\_\_ 5. Relationship with co-workers \_\_\_\_\_

2. Understanding of Children \_\_\_\_\_ 6. Initiative \_\_\_\_\_

3. Loyalty to Superiors \_\_\_\_\_ 7. Judgement \_\_\_\_\_

4. Planning Ability \_\_\_\_\_ 8. Attitude \_\_\_\_\_

How long have you know the applicant? \_\_\_\_\_

In what capacity? \_\_\_\_\_

Would you employ the applicant for a similar position? \_\_\_\_\_

**A brief description of the candidate's characteristics and qualifications for the above position would be appreciated.**

SIGN: \_\_\_\_\_

PRINT: \_\_\_\_\_

TITLE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_