CLASSIFIED REFERENCE FORM

Applicant's Name: _____
First Middle Last

Waiver of Access (to be signed by the applicant)

I, the undersigned applicant, waive the right to personal access to this recommendation form.

_____ _____ _____
Name (print or type) **Signature** **Date**

Applicants should provide references with a stamped, addressed envelope for mailing to SCECG.

Name of Reference _____ **Title** _____

School/Business _____ **Telephone No.** _____

Address of Reference _____

The above candidate has applied for a position as a classified employee with the Student-Centered Education Consulting Group, LLC, and has given your name as a reference. The reference form will be included in the applicant's file for review by school administrators. This form is confidential and will not be shared with the applicant. Your prompt reply will be appreciated. Please complete and return this form to the address below or using the stamped, addressed envelope.

Directions: Please rate the applicant by marking a descriptor for each trait.

PROFESSIONAL TRAITS	Outstanding	Above Average	Average	Below Average	Not Acceptable	Not Observed
Attendance/punctuality						
Scholarship						
Personal initiative						
Ability to work with others						
Language and communication skills						
Demonstrates good judgment						
Requires minimum supervision						
Uses time effectively						
Follows policies and rules						
Work performance						
Overall Appraisal						

1. I have known the applicant

   _____As a student _____ As an employee

2. How long have you known the applicant?

   _____

3. If former employee, why did applicant leave your employ?

   _____

4. Would you hire (rehire) this applicant?

   _____

5. Please comment on any additional information you feel we may need to know as a prospective employer. (use reverse side if necessary)

   _____

   _____

Return to:

Student-Centered Educational Consulting Group, LLC
Mrs. Cathy McMillian
311 Wilkins Road
Campobello, SC 29323
cathymac1789@charter.net
www.scecg.net

It is the policy of Student Centered Education Consulting Group to fully comply with applicable federal, state and local laws, rules and regulations in the area of non-discrimination in employment. Discrimination against employees and applicants due to race, color, religion, sex (including sexual harassment), national origin, disability, age, military and veteran status is prohibited